



Santa Maria

WATER DISTRICT

Memorandum No. 2024-016

Date : February 19, 2024

To : Jovita I. Dalmacio – *Department Manager B*
Administrative., Finance and General Services Department
Atty. Joshua E. Bautista – *Industrial Relations Management Officer B*
Samantha C. Sison – *Industrial Relations Development Assistant A*

From : Office of the General Manager

Re : Amendment to Memorandum 2022-052: Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth (SALN)

This Office issued Memorandum No. 2022-052 dated September 9, 2022, amending the members of the Review and Compliance Committee (RCC) for SALN.

With this, you are designated to be the members of the SMWD RCC effective immediately upon receipt of this memorandum with the following duties:

1. To receive the SALN and evaluate if the same has been submitted on time, complete and in proper form.
2. To prepare a list of the following employees, in alphabetical order, to the office of the General Manager on or before May 15 of every year:
 - a. Those who filed their SALN's with complete data;
 - b. Those who filed their SALN's but with incomplete data;
 - c. Those who did not file their SALN's.
3. To submit all original copies of SALN received to the Office of the Deputy Ombudsman Central Office on or before the set deadline.

This memorandum shall be valid until superseded or revoked.

Ms. Jovita I. Dalmacio – *Chairperson*
Atty. Joshua E. Bautista – *Member*
Ms. Samantha C. Sison – *Member*

Be guided accordingly.

SGD
ENGR. CARLOS N. SANTOS JR.
General Manager