



ALAMINOS CITY WATER DISTRICT

P. Reinoso St., Brgy. Poblacion, Alaminos City, Pangasinan 2404

INTER OFFICE MEMORANDUM
NO. 0007 SERIES OF 2022

DATE: JANUARY 3, 2022
TO: ALL CONCERNED
FROM: OFFICE OF THE GENERAL MANAGER
ADMIN AND HUMAN RESOURCE DEPARTMENT - HUMAN RESOURCE OFFICE
SUBJECT: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) as of
DECEMBER 31, 2021

- I. This is to remind all officials and employees of the Alaminos City Water District to submit their properly accomplished SALN forms as of 31 December 2021 to the HUMAN RESOURCE OFFICE/ADMIN AND HR DEPARTMENT' s OFFICE on or before **31 JANUARY 2022**. Please download the revised 2015 SALN forms and guidelines from the CSC website (http://excell.csc.gov.ph/cscweb/form_page.html), you may also get a copy of the said SALN form from the HR Office.
- II. This is also to authorize the Department Managers and Division Managers in each Department/Division to administer the 2020 SALN Oath of Employees who have fully complied and properly accomplished their 2021 SALN Forms.
- III. In addition, please note that failure to comply with the submission of the 2020 SALN is punishable under Section 46 (D) (8), Rule X of the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated 8 November 2011 with the following penalties:
 - 1st Offense: Suspension of one (1) month and one (1) day to six (6) months**
 - 2nd Offense: Dismissal from the service**
- IV. Kindly submit the SALN form in three (3) original copies. The DISTRICT shall then transmit to the Office of the Deputy Ombudsman all original copies of the SALNs.
- V. For your information and strict compliance.

FEEDBACK and CONTINUAL IMPROVEMENT

Should you have concerns regarding this memo, kindly get in touch with the HUMAN RESOURCE OFFICE (HRO) Staff. If and when you have observed that we are not doing our jobs/mandate, we encourage you to report us to CSC HOTLINE 8888, CSC Field Office and CSC Regional Office near you.

Thank you very much for your cooperation.

Conforme:

Office of the General Manager
Admin & HR Department
General Services Division
Finance Services Department
Budget and Accounting Division
Commercial Services Department
Customer Accounts Division
Customer Services Division
Engineering & Ops Department
Construction & Maintenance Div.
Water Resources/Prod. Division

Handwritten signatures and dates:
1.3.22
NA
NA
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Truly Yours,

GENESIS B. ARIOLA

Department Manager B, HRMO
Admin and Human Resources Department

Approved by:

ATTY. NAPOLEON F. SEGUNDERA, JR.

General Manager B
Head of Agency

Prepared by:

AMANDA V. SANTIAGO
Executive Assistant A
AHRD - HRO

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