



MEMORANDUM

TO: ALL PERSONNEL

FROM: *[Signature]*
DR. ENRICO C. PARINGIT
Executive Director

SUBJECT: **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND
NET WORTH as of 31 December 2023**

DATE: 14 September 2023

Pursuant to Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees, and PCIEERD Administrative Order No. 2018-069 also known as the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net worth (SALN) and Disclosure of Business Interests and Financial Connections, this is to reiterate and remind all permanent employees to submit their properly Accomplished SALN forms as of 31 December 2023 to the Human Resource Section **on or before 31 January 2024.**

Employees and officials must accomplish and print the attached SALN form which can also be downloaded in the CSC website by clicking this link <https://ro9.csc.gov.ph/2015-05-07-13-51-14/2015-05-07-14-01-41/2-uncategorised/528-statement-of-assets,-liabilities,-and-net-worth-saln-form>.

In addition, please note that failure to comply with the submission of the 2023 SALN is punishable under the 2017 Revised Rules of Administrative Cases in the Civil Service 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

Kindly submit the SALN form in three (3) original copies and printed in legal size paper. The HR Section shall then transmit it to The Office of The Ombudsman all original copies of the SALNs together with the lists of compliant and non-compliant personnel **on or before 30 April 2024.**

For strict compliance

Thank you.

/FAD

Philippine Council for Industry, Energy and Emerging
Technology Research and Development



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