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January 26, 2018

Francis J.
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MEMORANDUM

TO : All PPA Officials and Employees
Head Office

FROM : The General Manager

SUBJECT : **SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FOR CALENDAR YEAR 2017**

Pursuant to the provisions of Section 8 of Republic Act No. 6713 and Section 7 of Republic Act No. 3019, **all public officials and employees are required to properly accomplish and submit four (4) copies of the Revised Form of the Statement of Assets, Liabilities and Net Worth (SALN) for CY 2017, copy attached; or the prescribed SALN Form which could be downloaded at www.csc.gov.ph.**

Married employees, except those whose marriages have been declared null and void; annulled; or those legally separated with finality, shall provide the required information for their spouses, including children below 18 years of age living in the their household regardless of legitimacy or illegitimacy.

In joint filing of spouses, if the declarant-spouse is an official/employee of the PMO or another government agency and the other spouse is working at Head Office, the latter will submit **to the Human Resource Services Division, HRMD, on or before April 6, 2018** a certified true copy of the duly accomplished SALN. It will be the responsibility of both spouses to submit this copy to HRMD which will be the official copy of the non-declarant spouse working at Head Office. It will be included in the lists to be submitted to the CSC Central Office.

For individual and separate declarants in Head Office, four (4) copies of the duly accomplished SALN shall be submitted to the Human Resource Services Division, Human Resource Management Department (HRMD), **not later than April 6, 2018**. The Committee pursuant to PPA Special Order No. 234 - 2015 for Head Office shall review and consolidate the duly accomplished SALN of Head Office officials and employees and shall prepare the alphabetical lists who initially:

(a) filed their SALNs with complete data;

VISION

"By 2020, PPA shall have provided port services of global standards."

MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

- (b) filed their SALNs but with incomplete data; and
- (c) did not file their SALNs.

The above lists will be submitted to the General Manager, copy furnished the CSC Central Office, on or before May 15, 2018. The General Manager, upon receipt of the lists and recommendation of the HRMD Manager, shall issue an Order to complete/supply the required information, correct the data/information initially declared, and refile/resubmit their SALNs, as revised; including those SALNs for initial review **within the non-extendible period of three (3) days from receipt of such Order.**

In filling data/information in the authorized form, if the items are not applicable to the declarant or the latter decides not to give any data/information, the declarant shall write **"N/A or Not Applicable"**. **The SALN form is only considered properly accomplished when all the applicable information/data required therein are provided by the declarant including "N/A" whenever appropriate.**

Only the CSC prescribed form should be submitted to the Human Resource Services Division, HRMD for review. The required oath in the accomplished SALN copies should be subscribed and sworn to before the officials designated in Special Order No. 249-2016. The required information in the accomplished SALN may be handwritten, computerized or typewritten provided the signatures in each of the four (4) copies are original and must be submitted to HRMD **on or before May 31, 2018.** Upon proper acknowledgment, HRMD will return the original/true copy of the SALN to the declarant; one copy for submission to the CSC Central Office **on or before June 15, 2018.** The remaining two (2) copies will be retained by Human Relations Services Division, HRMD.

Failure of an official or employee to submit his/her duly accomplished SALN is punishable under Rule 10, Section 50, Item D, Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), with the following penalties:

- **1st Offense - Suspension for one (1) month and one (1) day to six (6) months**
- **2nd Offense- Dismissal from the service**

Attached are copies of the **Guidelines In The Filling Out Of the Statement of Assets, Liabilities and Net Worth (SALN) Form** and the prescribed SALN Form.

For strict compliance.


JAY DANIEL R. SANTIAGO

Enclosures : A/s

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