

Republic of the Philippines
Department of Health
PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

January 8, 2019

MEDICAL CENTER MEMORANDUM

No. 03 s. 2019

TO : ALL CONCERNED

SUBJECT : **SUBMISSION OF SWORN STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN)**

All concerned employees are hereby required to submit to HRMD on or before February 8, 2019, three (3) copies of their properly accomplished Sworn Statement of Assets, Liabilities, Networth and Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service (SALN) as of December 31, 2018, using the 2015 SALN Form with controlled form no. DOHR-PCMC-EXF38 050315 Rev 1. The said form and the guidelines in the filling out of SALN are downloadable from the PCMC Intranet (10.0.02). The SALN Form must be printed back to back in a long/legal size paper.

Employees are advised to double check entries in their document to lessen return of reviewed SALN by the SALN Review and Compliance Committee. **These SALNs will be submitted to the Civil Service Commission (CSC) which has the authority to monitor employees' compliance per RA 6713. Possible administrative sanctions are imposed for those who failed to abide by the said law through the Office of the Ombudsman.**

For strict compliance under penalty of law.

JULIUS A. LECCIONES, MD, PhD, DPA, CESO III
Executive Director