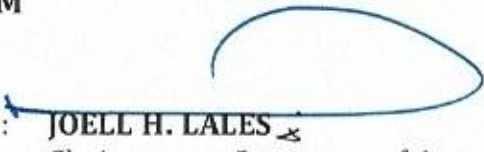




Ref. No. 2024- 270
December 5, 2024

MEMORANDUM

FROM :  **JOELL H. LALES**
Chairperson, Statement of Assets, Liabilities and Networth Review
and Compliance Committee (SALN RCC)

TO : **ALL BAR PERMANENT EMPLOYEES**

SUBJECT : **PRESCRIBED TIMELINES FOR THE SUBMISSION OF STATEMENT
OF ASSETS, LIABILITIES AND NETWORTH (SALN) FOR CY 2024**

In the interest of the service and pursuant to Section 8 of RA 6713¹ and Section 7 of RA 3019², and as part of our commitment to transparency and accountability, all officials and employees are hereby reminded of the timelines for the submission of Statement of Assets, Liabilities and Networth (SALN) for Calendar Year 2024:

- **January 2, 2025**- Start of submission of SALN Form to HRMU
- **April 23, 2025**- Deadline of submission to HRMU
- **April 24, 2025**- Submission of HRMU of received duly signed and complete SALN to Review and Compliance Committee (RCC)
- **April 30, 2025**- RCC meeting for those who failed to submit their respective SALN's on time.

Submissions made after the prescribed deadline/s shall be considered late and punishable under the Revised Rules on Administrative Cases in the Civil Service³ with the following penalties:

First Offense : Suspension of One (1) month and One (1) day to Six (6) months

Second Offense : Dismissal From Service

For guidance and strict compliance.

¹ Code of Conduct and Ethical Standards for Public Officials and Employees
² Anti-Graft and Corrupt Practices Act
³ Rule 10, Section 46, Item D, Paragraph 8, "Schedule of Penalties"