



OFFICE OF THE MAYOR

OFFICE ORDER

No.05, s.2024

DATE: **JANUARY 17, 2024**

TO: **ALL ELECTIVE, APPOINTIVE, AND CASUAL EMPLOYEES
ALL COTERMINOUS EMPLOYEES**
This Local Government Unit

SUBJECT: **REMINDER ON THE SUBMISSION OF SWORN STATEMENT OF
ASSETS, LIABILITIES, AND NET WORTH(SALN) FOR CY 2023**

1.Pursuant to the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A No.6713), government officials and employees are mandated to file their Statement of Assets, Liabilities and Networth (SALN) every end of each Calendar Year.

2.Section 8-A (Statements of Assets and Liabilities Disclosure) of Republic Act 6713 provides that "All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities, and Net Worth and a Disclosure of Business Interest and Financial Connections and those of their spouses and unmarried children under eighteen(18) years of age living in their households."

3.In this connection, all officials and employees (appointive, elective, casual, and coterminous) of this agency are advised and reminded to submit their duly notarized SALN Form CY 2023(in hard copy; triplicate) as required by law on or before **February 15, 2024, 4:00 in the afternoon to the Human Resource Management Office**. Electronic copies of the SALN Forms can be downloaded from the CSC Website at www.csc.gov.ph. A hard copy may also be acquired from the Human Resource Management Office.

5.For your guidance and immediate compliance.

ELPIDIO R. RENDON
Municipal Mayor



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