

27 January 2022

MEMORANDUM

TO : ALL OFFICIALS and EMPLOYEES

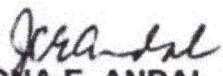
SUBJECT : Filing of 2021 Statement of Assets, Liabilities & Net Worth (SALN)

Pursuant to the provisions of Section 12 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", all NEA officials and employees are required to file, under oath, their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections for the year 2021.

The SALN must be submitted to the Human Resources Management Division (HRMD) **on or before February 28, 2022** in three (3) copies, **original signature affixed**, with complete data and in the prescribed form (SALN Form revised 2015).

Please be reminded of Item No. 8 of Rule X, Section 50-D of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), to wit, "*suspension of one (1) month and one (1) day to 6 months for the first offense and dismissal from the service for the second offense*", for those who fail to submit the SALN.

For your guidance and compliance.


JONA E. ANDAL
Department Manager
Human Resources and Administration

Confirmed by:


SONIA B. SAN DIEGO
Deputy Administrator
Corporate Resources and Financial Services