MEMORANDUM

TO: ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT: Submission of Sworn Statement of Assets and Liabilities

DATE: 03 April 2000

In the interest of the service and pursuant to Section 1(m), Rule X of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, all POEA officials and employees are directed to accomplish the attached Sworn Statement of Assets and Liabilities (SSAL) form in triplicate copies and submit the same to the HRD Division not later than April 14, 2000.

Married couples who are both in the government service may file the required statement jointly or separately.

The accomplished SSAL shall be transmitted to the following offices:

Position
Director level and above
Division Chief and below

For transmittal to
Office of the President
Civil Service Commission
Constitution Hills, Q.C.

Pursuant to Rule XIV of the Omnibus Rules Implementing Book V of Executive Order No. 292, failure to file the Sworn Statement of Assets and Liabilities shall have a penalty of one (1) month and one (1) day to six months suspension for the first offense and dismissal for the second offense.

For strict compliance.

REYNALDO L. REGALADO
Administrator