



INTER-OFFICE MEMORANDUM

MEMORANDUM NUMBER: 2023 – 12

<b>SUBJECT:</b>	<b>DESIGNATION OF STATEMENT OF ASSETS, LIABILITES AND NET WORTH REVIEW AND COMPLIANCE COMMITTEE AND DESIGNATING MARY CATHERINE L. COBIAS TO ADMINISTER OATH AND SIGN THE EMPLOYEES' STATEMENT OF ASSETS, LIABILITES AND NET WORTH</b>	
<b>FROM:</b>	<b>GENERAL MANAGER</b>	
<b>DATE:</b>	<b>JANUARY 11, 2023</b>	
<b>TO:</b>	<b>NAME</b>	<b>NAME</b>
	<b>MARY CATHERINE L. COBIAS DAISY MAE C. SANCHEZ</b>	<b>GOLDA MAE A. CUBAR MARIA MELISA GOYNA A. MENDOZA</b>

The Civil Service Commission issued CSC Memorandum Circular No. 2, s. 2013 setting the Guidelines in Filling Out the Statement of Assets, Liabilities and Net Worth (SALN) Form enjoining all public employees to declare and submit annually a true, detailed and sworn statement of assets, liabilities and net worth. The same Memorandum Circular provides that the head of agencies can delegate the authority to administer oath with regard to the SALN Form.

Relative thereto, the following personnel are hereby designated to be the members of Statement of Assets, Liabilities and Net Worth Review and Compliance Committee effective January 11, 2023:

- Chairperson: Mary Catherine L. Cobias
- Members: Daisy Mae C. Sanchez  
Golda Mae A. Cubar
- Secretariat: Maria Melisa Goyna A. Mendoza

In addition, the undersigned hereby delegates Ms. Mary Catherine L. Cobias, Human Resource Division Manager, being the highest-ranking HRMO, to administer oath and sign the SALN of the employees effective immediately until revoked by the undersigned.

Further, the Statement of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee will receive the accomplished SALN forms and evaluate if the same are submitted on time, complete, and in proper form. It is also the committee's duty to interpret the provisions on review and compliance procedure in the filing of the Statement, Assets, Liabilities and Net worth (SALN).

FOR YOUR INFORMATION AND GUIDANCE.

  
**FELOMINO A. DAUB**  
 General Manager

Copy Furnished:

- Administrative and General Services Division Manager
- Construction and Maintenance Division Manager
- Customer Accounts Division Manager
- Customer Services Division Manager
- Finance Division Manager
- Human Resource Division Manager
- Management Services Division Manager
- Planning and Design Division OIC
- Water Resources Division Manager
- File