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04 January 2021

MEMORANDUM

FOR : ALL BAFS PERMANENT EMPLOYEES

FROM : OIC-DIRECTOR

**SUBJECT : FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH,
AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL
CONNECTION, (SALN)**

In compliance with Section 8 (A) of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", all BAFS permanent employees are hereby directed to submit in **triplicate copies** of their duly accomplished Statement of Assets, Liabilities and Net Worth, and Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their household as of December 31, 2020 to the Administrative Services on or before **April 16, 2021 (Friday)**.

Failure to file Sworn SALN shall be ground for administrative disciplinary action without prejudice to criminal and civil liabilities as may be provided in the law. Such failure shall be punishable with:

- Suspension of one (1) month and one (1) day to six months for the first offense and;
- Dismissal from the service for the second offense

For your strict compliance.


MYER G. MULA, Ph.D.
RVC
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