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January 3, 2022

MEMORANDUM

FOR : **ALL PERMANENT EMPLOYEES**

FROM : **OFFICE OF THE DIRECTOR**

SUBJECT : **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH, AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (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 directed to submit their 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, 2021 to the Administrative Services **on or before April 29, 2022 (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:

First Offense- Suspension of one (1) month and one (1) day to six (6) months; and
Second Offense- Dismissal from service.

For your strict compliance.


VIVENCIO R. MAMARIL, PhD



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