



Republic of the Philippines

BALAOAN WATER DISTRICT

Vitoria St. Brgy. Antonino

Balaoan, La Union

Tel. No. (072) 607-0360

Email Address: bbalaoanwaterdistrict@yahoo.com

Website Address: Balaoanwaterdistrict.gov.ph

OFFICE MEMORANDUM

OM-#002-2018

TO : MARLINDA M. OBILLE
MARILYN O. GUERRERO

FROM : ENGR. VICTOR R. OBILLO
General Manager D


SUBJECT: SALN EVALUATION COMMITTEE

In addition to your respective functions, you are hereby designated as members of the BWD Statement of Assets, Liabilities and Net worth (SALN) Review and Evaluation Committee effective immediately, until further notice.

Please be informed of your duties and responsibilities, as follows;

1. Evaluate the SALN to determine whether said statements have been properly accomplished. (A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the employee. Items not applicable should be marked N/A);
2. Prepare a list of the following employees, in alphabetical order to be submitted to the General Manager D, copy furnished the Civil Service Commission (CSC), on or before May 15 of every year;
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs.

For your information & guidance.


ENGR. VICTOR R. OBILLO
General Manager D