



Republic of the Philippines
MURCIA WATER DISTRICT
Municipality of Murcia
Province of Negros Occidental
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OFFICE MEMO # 2019 -02-006

TO: **ALL PERMANENT & CASUAL PERSONNEL**

DATE: **February 22, 2019**

RE: **Statements of Assets, Liabilities & Network**

Section 8 of the Republic Act No. (RA) 6713 requires public officers and employees to accomplish and file under oath their STATEMENT OF ASSETS, LIABILITIES & NETWORTH (SALN) and Disclosure of the Business Interest and Financial Connections including those of their spouses and unmarried children below eighteen (18) years of age living in their households.

Hence, You are hereby directed to accomplish the STATEMENT OF ASSETS, LIABILITIES & NETWORTH for the year 2018.

Accomplished SALN shall be submitted to the Administrative Section not later than March 15, 2019.

Also attached is the GUIDELINES ON THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS AND FINANCIAL CONNECTIONS for your guidance and reference.

For your strict compliance.

[Handwritten signatures and initials]

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ENGR. WINSTON M. MAKILAN
General Manager