

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

29 January 2015

MEMORANDUM

TO : ALL BSP EMPLOYEES

SUBJECT : FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

In compliance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees requiring all public officials and employees to file and submit under oath their Statement of Assets, Liabilities and Net Worth (SALN) and a disclosure of business interests and financial connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households, all BSP employees are hereby required to submit their completely filled out SALN Form to the **Administration Division, c/o Mrs. Aliw B. Delos Reyes, HRMO, not later than Monday, 16 March 2015.**

Failure to submit the SALN or failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relatives in the government in his/her SALN shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.

Use the attached guidelines in filling out the SALN Form and reproduce copies of the SALN Form as needed so that all concerned are properly guided in filling out the SALN Form.

For more information and/or clarification on the SALN, log on to the CSC website or contact your local/regional CSC office near you.

For your information and immediate compliance.


WENDEL E. AVISADO
SVP and Acting Secretary General

Encls : as stated

cc: President
Secretary General
Resident Auditor (COA)
Internal Auditor
Central Records
File