

ANNEX "D1"
Guidelines on the Standard Preparation
Of PNP Communications



MEMORANDUM

TO : See Distribution
FROM : TCDS
SUBJECT : **New Guidelines and Format for SALN**
DATE : (No Date)

-
- ↔ 1/4"
- ← 1/2" → 1. References:
- ← 3/4" → a. Civil Service Commission Memorandum Circular No. 10, s. 2006 dated
- ← 1" → April 17, 2006; and
- b. Civil Service Commission Resolution No. 060231 dated February 1, 2006.

2. This has reference to the new guidelines and prescribed format on the filing and submission of the Statement of Assets, Liabilities, and Net Worth...

3. It has been recalled that for Calendar Year 2007, all government employees were required to submit their SALN and DBIFC using BASELINE Declaration (BD)...

4. For CY 2016, the statement shall be the employee's SALN and DBIFC using the Annual Declaration Form (Incl "A"). However, PNP personnel...

5. The SALN and DBIFC shall be accomplished in triplicate, of which two (2) copies must be submitted to your respective C, RPHRDDs...

6. Additionally, please be guided by the following rules, guidelines, and procedures for the filing of Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections (SALN and DBIFC):

- ↔ 1/4"
- ← 3/4" → a. Filing and Submission of SALN and DBIFC:
- ← 1" → 1) All PNP personnel shall file under oath their SALN and DBIFCs with their respective Chief or Head of the Personnel/Administrative Office, as follows:
- ← 1 1/4" → a) Within 30 days after assumption of office, statements of which must be reckoned as of his/her first day of service;
- b) On or before April 30 of every year thereafter, statements of which must be reckoned at of the end of the preceding year; and
- ← 1 1/2" → c) Within 30 days after separation from the service, statements of which must be reckoned as of his/her last day of service.

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Dawani Mae S. Joaquin
DAWANI MAE S. JOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS

JUN 13 2022

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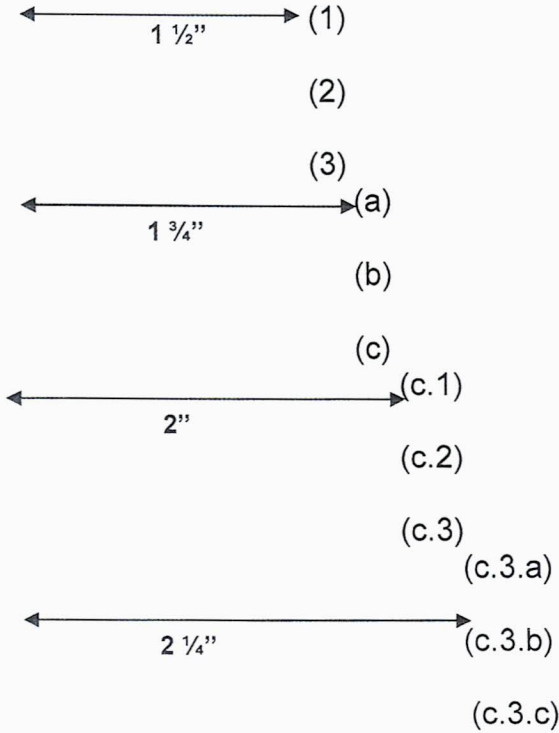
2) PNP personnel are strictly required to fill in all applicable information and/or make a true and detailed statement in the SALN and DBIFC.

b. Duties of the Personnel/Administrative Officer:

1) Upon receiving...

2) The personnel/Administrative Officer shall submit...

a) List of Personnel who have filed their SALN and DBIFC with complete data:



b) List of Personnel who have filed their SALN and DBIFC but with incomplete data; and

c) List of personnel who have not filed their SALN and DBIFC.

7. For strict compliance, guidance, and widest dissemination.

<NAME>

Police Lieutenant General

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