



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

14 January 2019
BJJJ - M0018 - 19

MEMORANDUM

TO : ALL CONCERNED

FROM : THE OFFICER-IN-CHARGE
Administrative Department

SUBJECT : SUBMISSION OF SWORN STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) FOR CY 2018

All MIAA organic employees are required to submit the duly accomplished Sworn Statement of Assets, Liabilities and Net Worth (SALN) for the year ending 2018 to the Personnel Division on or before February 28, 2019.

Below are the major reminders in accomplishing the SALN form:

1. Declaration of real properties shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc., including improvements thereon;
2. The declarant is strictly required to fill-out all applicable information in the SALN Form. Otherwise, such items should be marked "N/A" or "not applicable";
3. Under nature of business interest and/or financial connection, it refers to existing interest or connection in any business enterprise like MIA Provident Fund Association Inc., (MPFAI), MIAA Employees Multi Purpose Cooperative (MEMPCI), whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like should be included to be filled-up;
4. In case of joint filling, the declarants shall sign in the spaces provided below the certification;
5. If the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN, in case the spouse cannot signify his/her signature, a written explanation should be attached to the SALN Form for such non-compliance.

SALN Form is available at the Personnel Division and can be downloaded at the MIAA Website.

For strict compliance.


EMELVYN C. VALENCIA