




REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IX
Cabatangan Hills, Zamboanga City
(062) 993-7214

MEMORANDUM

TO : **All Officials and Employees**
This Office

FROM : 
MARISOL D. LEGASPI
OIC-Director IV
Regional Director

SUBJECT : Submission of Statement of Assets, Liabilities and Net Worth (SALN)
as of December 31, 2023

DATE : January 19, 2024

In the interest of the service and pursuant to the provision of Republic Act No. 6713 and COA Administration Sector Memorandum No. 2024-001 dated January 16, 2024, and to give ample time for this Regional Office to submit to Human Resource Database Management Information Division (HRDMID), Human Resource Management Office (HRMO), the SALN of all personnel, this Office, all concerned are hereby advised to file their SALN for the year ended December 31, 2023 on or before February 28, 2024 and submit them to the Regional Review and Compliance Committee (RCC), Administration, Training, and Finance Division (ATFD), Commission On Audit Regional Office No. IX, Cabatangan, Zamboanga City.

To facilitate matters, all Supervising Auditors (SAs)/Regional Supervising Auditors (RSAs) and Division Chiefs (DCs), as well as the Office of the Regional Director (ORD) and Office of the Assistant Regional Director (OARD) are enjoined to direct the personnel under their respective supervisory jurisdiction to monitor compliance with this directive, and ensure that all SALNs submitted to ATFD already bear the signature of the Administering Officer (AO) and must be submitted in bunch or duly grouped together at the audit group/service/office level to avoid loss/misplacement of some documents in the course of transmittal.

The respective SAs, RSAs and DCs are authorized to sign as AO of their respective teams and staff while the SALNs of the former, including that of the ARD and his staff, shall be signed by the undersigned. Attached are the guidelines on the preparation of SALN, for reference.

For Compliance.