



MALACAÑANG

Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacanang
(Presidential Broadcast Staff-Radio Television Malacañang)

Maynila

MEMORANDUM

August 31, 2018

TO : **DIVISION HEADS**

- Lerina B. Braga *LB*
- Dulce Amor D. Quintana *DAQ*
- Luis Enrico T. Eleazar *LET*
- Rene I. Villaflor *RIV*

FROM : **THE EXECUTIVE DIRECTOR**

SUBJECT : **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES
IN THE FILING AND SUBMISSION OF SALNs**

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Pursuant to Section 10 of RA 6713 and CSC Resolutions Nos. 1300455 and 1500088, attached are the following documents for the information of all RTVM employees:

| DOCUMENTS | ACTION PLAN | RESPONSIBLE PERSON | CASCADING RECORDS |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF SALNs | Guidelines should be cascaded to staff/subordinates not later than October 1, 2018 | Division Head or designated section chief | Records of info dissemination stating among others the list of employees, date, etc. should be submitted to the Personnel for record purposes |
| 2. GUIDELINES IN THE FILLING OUT OF THE SALN | Guidelines should be posted on each room bulletin board | Division Head or designated section chief | Guidelines on bulletin board |
| 3. SALN REVIEW AND COMPLIANCE COMMITTEE | Names of Committee members should be read during cascading schedule | Division Head or designated section chief | N/A |

For your information and compliance.


DENNIS WILFRED P. PABALAN
Executive Director