



MALACAÑANG

PRESIDENTIAL BROADCAST STAFF-RTVM (Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacanang) MANILA

MEMORANDUM

September 30, 2019

FOR : **DIVISION HEADS /REPRESENTATIVES**

- Lerina B. Braga – Admin & Finance
- Dulce Amor D. Quintana – Research and Archives
- Luis Enrico T. Eleazar – MPD
- Danilo P. Abad - MPD & Engineering
- Brando P. Aguilan - Engineering

FROM : **THE PERSONNEL OFFICER**

SUBJECT : **GUIDELINES RE: SALN PROCEDURE
AND RANKING OF DELIVERY UNITS**

Attached hereto are some the following documents required for the Grant Performance-Based Bonus (PBB) for FY 2019.

1. Memorandum dated September 23, 2019 from the Executive Director directing the Division Heads to lead the cascading of the Guidelines in the Review and Compliance Procedures in the Filing and Submission of SALNs for 2019.
2. Memorandum dated September 19, 2019 about the Guidelines in the Review and Compliance Procedures in the Filing and Submission of SALNs for 2019.
3. Guidelines/Mechanics in Ranking of Delivery Units for FY 2019.

Power Point Presentation (PPP) of the abovementioned Guidelines will be presented by the undersigned during the Division Heads Meeting on October 4, 2019. Such PPP can also be used during cascading activities within the division/section.

For your information and appropriate action.

Bethlehem M. De la Cruz
BETHLEHEM M. DELA CRUZ

NOTED:



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PRESIDENTIAL BROADCAST STAFF-RTVM
(Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacanang)
MANILA

MEMORANDUM

September 23, 2019

TO : **DIVISION HEADS/REPRESENTATIVES**

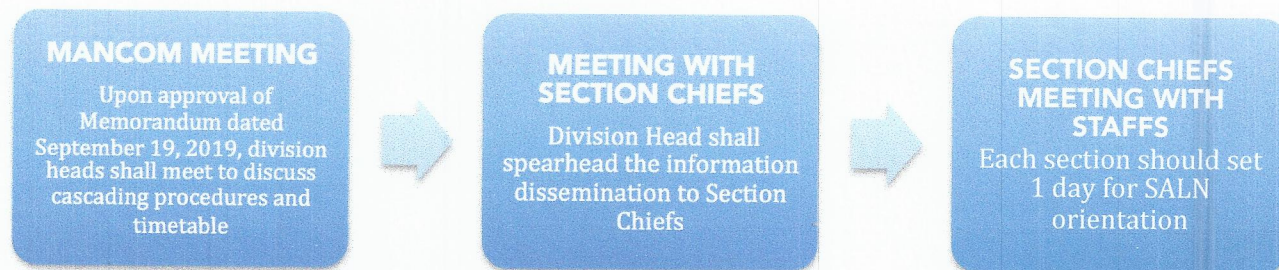
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FROM : **THE EXECUTIVE DIRECTOR**

SUBJECT : **CASCADING OF THE GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

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Pursuant Section 10 of RA 6713 and CSC Resolutions Nos. 1300455 and 1500088, you are hereby directed to cascade the herein attached memorandum dated September 19, 2019 to all employees starting October 1, 2019. Please be guided by the herein stated procedures and requirements.



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 staffs and posted on the RTVM websites and TV monitors not later than October 1, 2019	Division Head or designated section chief	Records of info dissemination i.e. Minutes of the meeting , attendance/list should be submitted to the Personnel for record purposes
2.GUIDELINES IN THE FILLING OUT OF THE SALN	Guidelines should be posted on RTVM Website, TV Monitors and Bulletin Boards per section	Division Head or designated section chief	Posted Guidelines in conspicuous places in RTVM
3. SALN REVIEW AND COMPLIANCE COMMITTEE	Names of Committee members should be read during cascading schedules	Division Head or designated section chief	N/A

Note: PERSONNEL SECTION SHALL BE RESPONSIBLE FOR THE PREPARATION OF POWERPOINT PRESENTATION