

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS  
NEW EMPLOYEE ORIENTATION (NEO) REPORT 2024**

<b>MEETING</b>	<i>New Employee Orientation</i>	<b>TIME</b>	<i>9:00 am to 12:00 nn</i>
<b>METHOD/APPROACH</b>	<i>One-on-one Orientation</i>	<b>LOCATION</b>	<i>HRMD Office</i>
<b>ATTENDEES</b>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ol style="list-style-type: none"> <li>1. Florence Pearl M. Buensalido</li> <li>2. Fel Andrué Pardo</li> <li>3. Sarah Diaz</li> <li>4. Joana Mae Lopez</li> </ol> <p>New employees:</p> <ol style="list-style-type: none"> <li>5. Katherine Anne Villanueva</li> <li>6. Mary Ann Baldemoro</li> <li>7. Danamae Anaya</li> <li>8. Marius Nortez</li> <li>9. Genidel Talaue</li> <li>10. Joseph Arellano</li> <li>11. Joseph Bemat</li> </ol> </div> <div style="width: 45%;"> <ul style="list-style-type: none"> <li>- Division Chief, HRMD</li> <li>- HRMO IV, HRMD Secretariat</li> <li>- HRMO II, HRMD Secretariat</li> <li>- HR Specialist, HRMD Secretariat</li> <li>- Human Resource Management Assistant</li> <li>- Trade Industry Development Analyst</li> <li>- Trade Industry Development Specialist</li> <li>- Planning Officer II</li> <li>- Accountant III</li> <li>- Chief Trade-Industry Specialist</li> <li>- Department Manager III</li> </ul> </div> </div>			

## **TOPICS OF DISCUSSION**

### **I. About CITEM**

The New Employee Orientation commenced with an overview of CITEM's background, highlighting its legal mandate, the vision, mission and core values. The organizational chart of CITEM was discussed and the current set up under the interim functional structure.

CITEM, as a government owned and controlled corporation, emphasized to its new employees that "public office is a public trust". They were reminded that they are accountable to the public and are expected to perform their duties with the highest standards of responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest, as outlined in RA 6713.

In summary, the discussion on Norms of Conduct for Public Officials and Employees outlines expectations for personal conduct in official capacities, stressing professionalism, intelligence, and fairness while discouraging discrimination and promoting political neutrality and responsiveness to the public. The discussion further delved into the Prohibited Acts and Transactions, which prohibit involvement in regulated private enterprises, unauthorized professional practice, nepotism, disclosure of confidential information, and acceptance of gifts, while also mandating prompt divestment in case of conflicts of interest. Lastly, specific guidelines on office decorum, including attire and work arrangements, were addressed.

### **II. Timekeeping and Payroll**

For the timekeeping and payroll section of the orientation, it started by discussing timekeeping policies firstly by introducing the CITEM's electronic daily time record (eDTR) which is the system that the employees use for timing in and out. Following this, an overview of leave policies outlined in accordance with Rules XVI of the Omnibus Rules Implementing Book V of EO 292 was provided.

Employees were then briefed on the payroll processing procedures and the deadlines for submitting payroll requirements. Additionally, the session covered government-mandated benefits including GSIS, Pag-IBIG, and PhilHealth, with a representative from GSIS invited to discuss their offered benefits. The section concluded with a discussion on Statement of Assets, Liabilities, and Net Worth (SALN) guidelines, along with pertinent reminders for proper SALN completion.

### III. Performance Evaluation & Other Recruitment Procedures

The performance evaluation and recruitment procedures outlined include several key components:

1. Probationary Period: under Rule V of the 2017 CSC ORAOHRA, newly appointed employees undergo a probationary period of six months. During this time, they undergo two performance assessments, each lasting three months, to evaluate their capability and character. Attaining a "Very Satisfactory" rating on both assessments results in automatic permanency. A performance evaluation calendar guides employees on submission deadlines.
2. Performance Evaluation (IPCR/DiPCR/DePCR): Employee output should align with performance metrics outlined in the Annual Operating Plan. Ratings are based on Quality, Efficiency, Timeliness, and an average of these factors. The rating scale ranges from "Outstanding" to "Poor".
3. Promotion: To be eligible for promotion, employees must meet specific criteria:
  - They must hold a permanent appointment and have served in their current position for at least one year.
  - They must have received a "Very Satisfactory" rating in the year prior to the assessment, equivalent to two performance ratings.

These procedures ensure that employees are evaluated fairly and that promotions are based on merit and demonstrated performance.

### IV. Learning & Development

The discussion revolved around the objectives, interventions, and procedures of the Learning & Development (L&D) program. It was emphasized that CITEM's L&D initiatives aim to implement efficient human resource management and development through progressive systems and targeted competency training. The focus will be on intensifying efforts to strengthen capacities within specific job families, addressing competency gaps, and promoting optimal performance. Moreover, programs will prioritize employee well-being, nurturing a commitment to public service values. These efforts encompass a range of capacity-building initiatives such as scholarships, international participation, competency-based training, wellness programs, industry exposure, and diverse forms of on-the-job training. Access to these interventions is facilitated through HR initiatives, employee requests via the HR Training Request Form on the Intranet, or supervisor interventions, ensuring a comprehensive approach to professional development.

### V. Tour of the Workplace

Provide a tour of the workplace, including key areas like meeting rooms, break rooms, and other important locations.

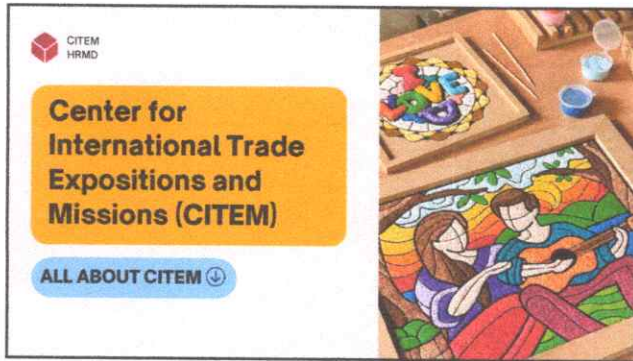
Prepared By:

  
**JOANA MAE G. LOPEZ**  
HR Specialist

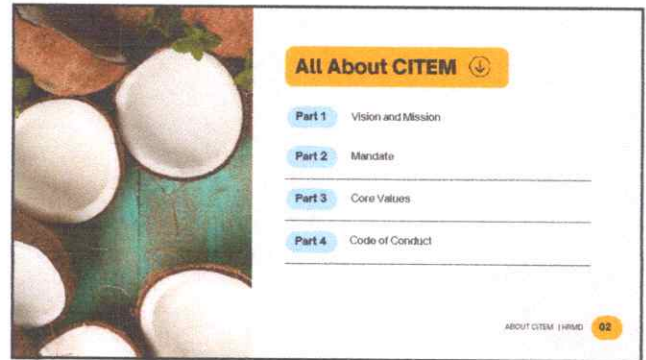
Noted By:

  
**FLORENCE PEARL M. BUENSALIDO**  
Chief, HRMD





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**MANDATE** ⬇

EO 989 October 1984- FURTHER STRENGTHENING THE EXPORT PROMOTION PROGRAM THROUGH THE INSTITUTIONALIZATION OF PHILIPPINE TRADE EXHIBITION CENTER

EO 133 February 1987- REORGANIZING THE DEPARTMENT OF TRADE AND INDUSTRY, ITS ATTACHED AGENCIES, AND FOR OTHER PURPOSES

EO 242 July 1987- AMENDING EXECUTIVE ORDER NO. 133, SERIES OF 1987 ENTITLED "REORGANIZING THE DEPARTMENT OF TRADE AND INDUSTRY ITS ATTACHED AGENCIES, AND FOR OTHER PURPOSES"

06 ABOUT CITEM | HRMD

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**MANDATE** ⬇

To market and promote the Philippines as a reliable source of **QUALITY** export products and services in the **GLOBAL** market through **TRADE FAIRS** and **MISSIONS** and other **EXPORT PROMOTIONS PROGRAMS**.

06 ABOUT CITEM | HRMD

6



ABOUT CITEM | HRMD 07

**Core Values** ⬇

Stakeholder centric  
Excellence  
Resource stewardship  
Versatility  
Empowerment

7

**CITEM QUALITY POLICY** ⬇

CITEM commits to formulate and implement strategic, innovative and integrated marketing platforms to effectively promote the Philippines as a source destination for quality products and services.


To attain this, CITEM shall:  
Foster a culture of creativity, innovation, professionalism, excellence, and sustainable growth;  
Ensure an empowered workforce dedicated to excellent service;  
Institute development programs that will enable exporter to become product and market ready;  
Establish innovative trade platforms to exceed expectations of participating buyers;  
Provide a holistic sourcing experience at every touch point; and  
Adhere to the principles of good governance.



08 ABOUT CITEM | HRMD

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ABOUT CITEM | HRMD 09



**CITEM Citizen's Charter** ↓

Transparency Seal > Citizen's Charter


Link: <https://citem.gov.ph/>

**REVISED CITIZEN'S CHARTER**  
as of 28 February 2022

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**Republic Act 6713** ↓

An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees.




ABOUT CITEM | HRMD 10

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**Declaration of Policies** ↓

**Promote high standards of ethics in public service**

Public officials and employees shall at all times be accountable to the people, and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.




11 DECLARATION OF POLICIES | HRMD

11

**Norms of Conduct of Public Officials and Employees** ↓

1. Every public official and employee shall observe the following as standards of persona conduct in the discharge and execution of official duties.



NORMS OF CONDUCT | HRMD 12

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## Norms of Conduct of Public Officials and Employees

### 2. Commitment to Public Interest

Public officials and employees shall always uphold the public interest over and above personal interest.



NORMS OF CONDUCT | HRMD 13

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## Norms of Conduct of Public Officials and Employees

### 3. Professionalism

Public Officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skills.



NORMS OF CONDUCT | HRMD 14

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## Norms of Conduct of Public Officials and Employees

### 4. Justness and Sincerity

Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged.



NORMS OF CONDUCT | HRMD 15

15

## Norms of Conduct of Public Officials and Employees

### 5. Political Neutrality

Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.



NORMS OF CONDUCT | HRMD 16

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## Norms of Conduct of Public Officials and Employees

### 6. Responsiveness to the Public

Public officials and employees shall extend prompt, courteous, and adequate service to the public



NORMS OF CONDUCT | HRMO 17

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## Norms of Conduct of Public Officials and Employees

### 7. Commitment to Democracy

Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military.



NORMS OF CONDUCT | HRMO 18

18

## Norms of Conduct of Public Officials and Employees

### 8. Simple Living

Public officials and employees and their families shall lead modest lives appropriate to their positions and income.



NORMS OF CONDUCT | HRMO 19

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## Duties of Public Officials and Employees

In the performance of their duties, all public officials and employees are under obligation to:

- Act promptly on letters and requests.
- Submit annual performance reports.
- Process documents and papers expeditiously.
- Act immediately on the public's personal transactions.
- Make documents accessible to the public.

DUTIES OF PUBLIC OFFICIALS | HRMO 20

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**Prohibited Acts and Transactions** ⬇

**1. Financial and material interest**

Outside employment and other activities related thereto:

(1) Own, control, manage, or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law.

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or



PROHIBITED ACTS | HRMD 21

21


**Prohibited Acts and Transactions** ⬇

**1. Financial and material interest**

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

(4) Disclosure and/or misuse of confidential information.

(5) Solicitation or acceptance of gifts.




PROHIBITED ACTS | HRMD 22

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**Prohibited Acts and Transactions** ⬇

**2. Divestment**

A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.




PROHIBITED ACTS | HRMD 23

23

**Office Decorum** ⬇

**• Proper Office Attire**

- CASUAL ATTIRE is ALLOWED but should maintain PROFESSIONAL LOOK as public servant
- OBSERVE minimum public HEALTH STANDARDS such as wearing of face masks, if necessary.
- For SWF attending Official Business (e.g. factory visit, photoshoot etc.), wear APPROPRIATE ATTIRE as agency's representative.



PROHIBITED ACTS | HRMD 24

24



**Office Decorum** ↓

**2. Flexible Work Arrangement**

- Must be on **"ON-CALL DUTY"** during office hours
- Must maintain a **PROFESSIONAL POSTURE and APPEARANCE** during online meetings, webinars or training (must be in **PROPER GROOMING**)
- **MOONLIGHTING** or **SIDELINE JOBS** during office hours is **STRICTLY PROHIBITED**

OFFICE DECORUM | HRMD 25

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**Office Decorum** ↓

**1. Proper Office Decorum**

- All employees must observe **PUNCTUALITY** at all times whether physical or virtual reporting.
- Observe **"ON-CALL DUTY"** from 7-9 AM up to 4-6 PM
- For any online meeting, employees must be **VIRTUALLY CONSCIOUS** and **MINDFUL** for his appearance or engagement

**Core Working Hours**

OFFICE DECORUM | HRMD 26

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**Office Decorum** ↓

**2. Wearing of Identification Card**

**3. Proper Grooming**

OFFICE DECORUM | HRMD 27

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**Office Decorum** ↓

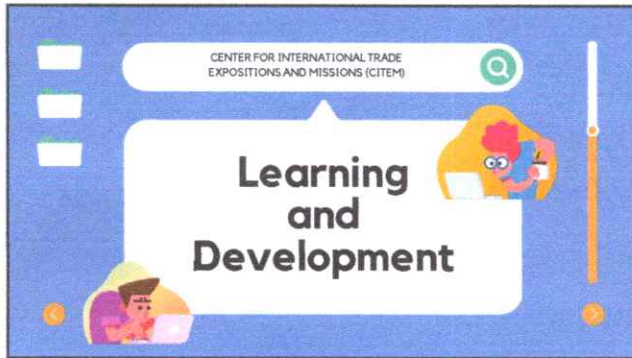
**4. Internet Usage and Social Media Policies**

**5. Employment of Relatives**

OFFICE DECORUM | HRMD 28

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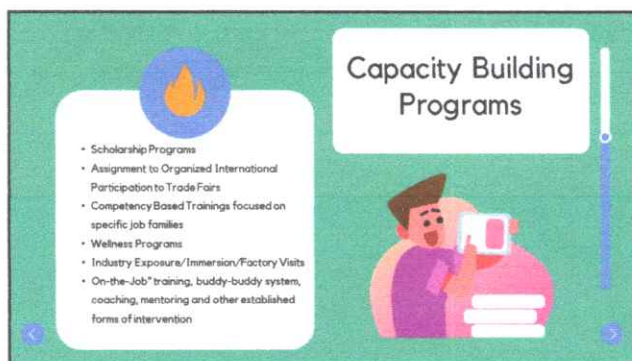




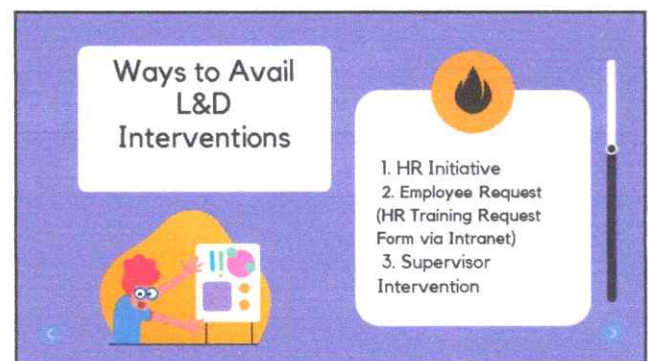
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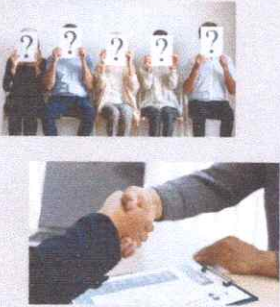


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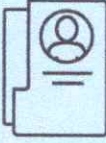
Center for International Trade Expositions and Missions (CITEM)

## Performance Evaluation and other Recruitment Procedures




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## Flow of Discussion



PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 02



- Part 1 Probationary Period
- Part 2 IPCR/DPCR/DePCR
- Part 3 Recruitment Activities/Movement

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 03

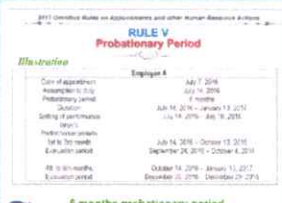
- It is understood that the first six (6) months of service following an original appointment will be probationary in nature under Rule V of the 2017 CSC ORAOHRA.
- It should be emphasized that during the probationary period the appointee shall undergo two (2) performance assessments – three (3) months each – to appraise the appointee's capability and character. Both performance assessments shall be Very Satisfactory (VS) for the probationer to be automatically permanent.

## Probationary Period

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 04

• Upon appointment, a performance evaluation calendar shall be sent to the employee for guidance on the submission of his/her performance evaluation.



6 months probationary period

## Probationary Period

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 05

**ORGANIZATIONAL PERFORMANCE COMMITMENT AND REVIEW (PCR) FORM**

1. Outcome of the PCR is to ensure that the organization is aligned with the mission and vision of the organization and to ensure that the organization is committed to the mission and vision of the organization.

Outcome	Measure	Target	Actual	Comments
Q=Quality				
E=Efficiency				
T=Timeliness				
A=Average of QET				

**Q=Quality  
E=Efficiency  
T=Timeliness  
A=Average of QET**

**IPCR/DiPCR/  
DePCR**

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 06

**INDIVIDUAL PERFORMANCE**

1. Outcome of the PCR is to ensure that the organization is aligned with the mission and vision of the organization and to ensure that the organization is committed to the mission and vision of the organization.

Outcome	Measure	Target	Actual	Comments
Q=Quality				
E=Efficiency				
T=Timeliness				
A=Average of QET				

**Output:**  
Should be aligned on the Performance Metrics committed by the respective division/department on the Annual Operating Plan.

**Example:**  
Improve CITEM Organizational Competency

**IPCR/DiPCR/  
DePCR**

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 07

**INDIVIDUAL PERFORMANCE**

1. Outcome of the PCR is to ensure that the organization is aligned with the mission and vision of the organization and to ensure that the organization is committed to the mission and vision of the organization.

Outcome	Measure	Target	Actual	Comments
Q=Quality				
E=Efficiency				
T=Timeliness				
A=Average of QET				

**Success Indicator:**  
Must be SPECIFIC, MEASURABLE, ACHIEVEABLE, RELEVANT, and TIME BOUND (SMART).

**Example:**  
Conduct and implement of Training Programs to 90% of CITEM permanent employees on or before October 31, 2021.

**IPCR/DiPCR/  
DePCR**

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 08


**Rating Scale:**

4.651 - 5.000	Outstanding
3.751 - 4.650	Very Satisfactory
2.351 - 3.750	Satisfactory
1.451 - 2.350	Unsatisfactory
1.000 - 1.450	Poor

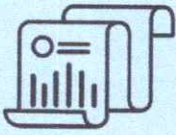
**IPCR/DiPCR/  
DePCR**

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**Attachment:**



PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 09

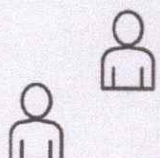


IPCR/DiPCR/  
DePCR

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PERFORMANCE EVALUATION AND RECRUITMENT | HRMD 10

- Transfer
- Reassignment
- Detail
- Secondment
- Job Rotation
- Designation
- Promotion



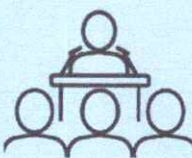
Recruitment Activities/  
Movement

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**Promotion**

For appointment by promotion, employee must meet the following requirements prior to the application:

- Applicant must be appointed on permanent category and is currently on present position for a minimum of one (1) year.
- Must have Very Satisfactory (VS) rating one (1) year prior to the date of assessment or screening (equivalent to two (2) performance ratings).



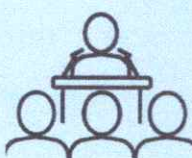
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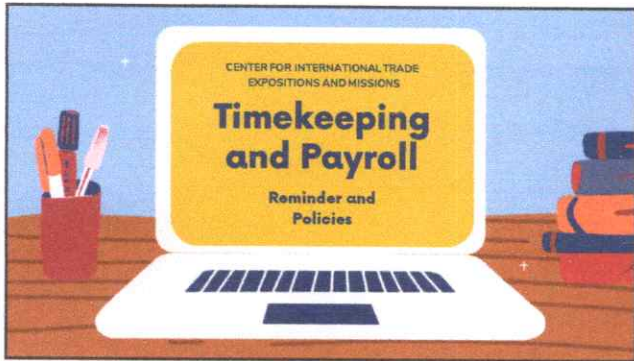


Recruitment Activities/  
Movement

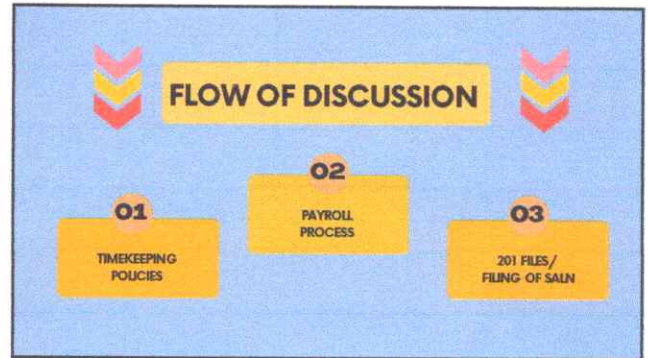
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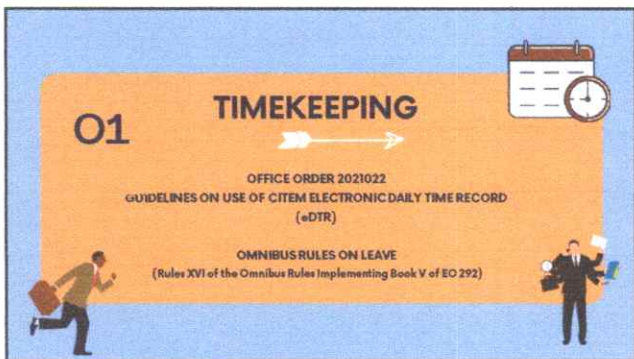




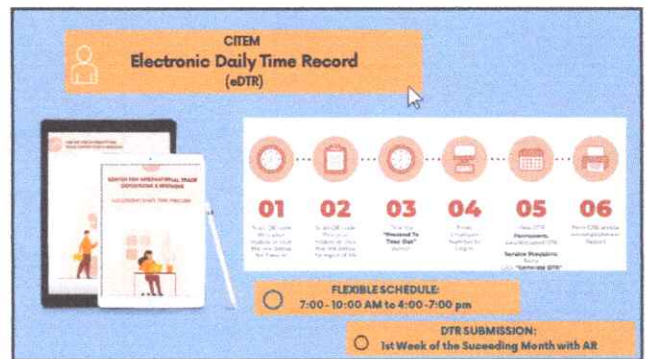
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**TYPES OF LEAVE:**

- Vacation Leave**  
1.25 days per month  
FILING PERIOD:  
At least 5 days advanced filing
- Sick Leave**  
1.25 days per month  
FILING PERIOD:  
Immediately upon return-  
3 days (maximum)  
\*In excess of 3 days or advance  
procedure- Attach Medical  
Certificate
- Special Leave**  
5 days per year  
FILING PERIOD:  
At least 5 days advanced filing  
or Upon return to work for  
domestic emergency reasons

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**TYPES OF LEAVE:**

- Forced Leave**  
5 days per year  
FILING PERIOD:  
At least 5 days advanced filing  
(deducted to VL)
- Maternity/Paternity Leave**  
105-155 days for ML  
7-14 days for PL  
FILING PERIOD:  
At least 30 days advanced filing  
for maternity leave/  
At least 5 days advance filing  
for paternity leave
- Rehabilitation Leave**  
Max of 6 Months  
FILING PERIOD:  
Immediately upon return- 3  
days (maximum)

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**TYPES OF LEAVE:**

- Study Leave**  
2-6 months  
FILING PERIOD:  
At least 1 month before the  
scheduled leave
- Solo Parent Leave**  
7 days per year  
FILING PERIOD:  
At least 7 days advanced filing  
or Upon return to work for  
emergency reasons
- Major Care Leave**  
2 weeks - 2 months  
FILING PERIOD:  
At least 5 days prior to the  
scheduled surgery or  
Upon return to work for  
emergency surgical  
procedures

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**TYPES OF LEAVE:**

- Anti-Violence against Women and  
their Children Act Leave**  
10 days leave per year  
FILING PERIOD:  
At least 5 days advanced filing or  
Upon return to work for domestic  
emergency reasons
- Special Emergency Leave  
(due to Natural Disasters)**  
5 days  
FILING PERIOD:  
Immediate filing upon return to  
work- 3 days (maximum)

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**Monetization of Leave Credits**  
(Once a Year)

**Requirements:**

- Leave Form
- Memo- Request for Monetization address to Head of the Agency
- Any Proof for Purpose of Monetization

**Sec 22. Regular Monetization-**  
- minimum of 10 days provided that at least 5 days will be retained after monetization

**Sec 23. Special Monetization-**  
- 50% or more of accumulated leave credits for valid and justifiable reasons


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**02 PAYROLL**

- Pre-Employment Requirements
- Payroll Processing
- Other Benefits




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**Pre-Employment Requirements**

		
3 copies	2 copies	2x2 and 1x1 picture (white background)- 5 copies each size
<input type="checkbox"/> Personal Data Sheet	<input type="checkbox"/> Curriculum Vitae	<input type="checkbox"/> ID Pictures

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**Pre-Employment Requirements**

		
2 copies	2 copies	2 copies
<input type="checkbox"/> Oath of Office	<input type="checkbox"/> BIR Form 1902/TIN ID	<input type="checkbox"/> BIR Form 1905

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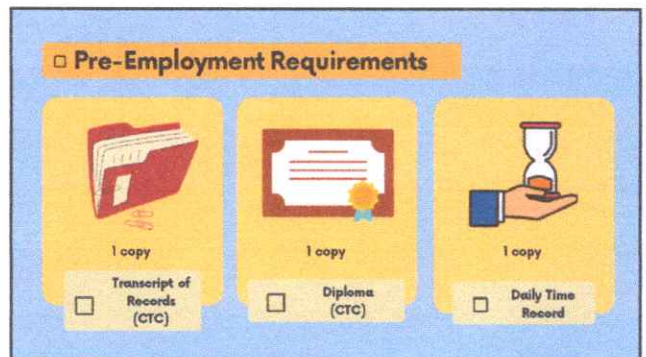
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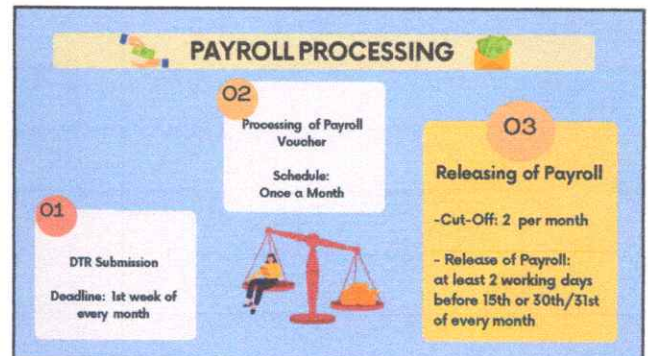
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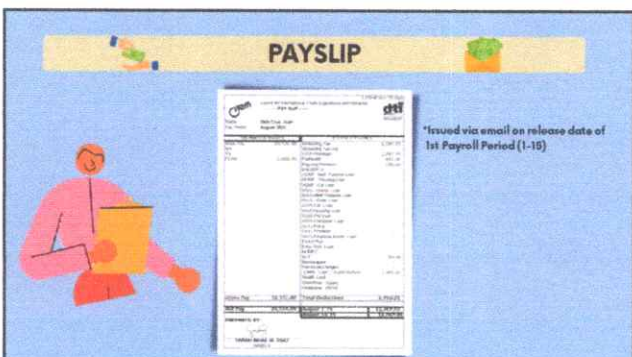
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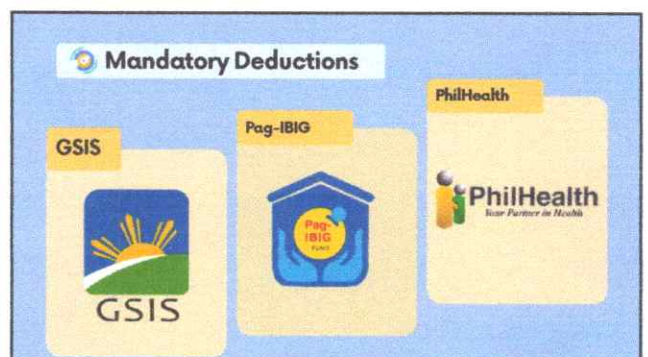
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**GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**



**eGSIS MO Portal**  
<https://egsismo.gsis.gov.ph/eGSISMO/>


**Benefits:**

- Retirement Fund
- Loan Programs
- Life Insurance

**% of Deductions:**  
 9% - of Basic Pay- Employee  
 12% of Basic Pay- Employer

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**Pag-IBIG Fund (Home Development Mutual Fund)**



**Virtual PagIBIG**  
<https://www.pagibighome.com/virtualpagibig/>

**Benefits:**


- Provident Fund
- Loan Programs
- Savings Account

**Amount of Deductions (2023):**  
 100 pesos per month- Employee  
 100 pesos per month- Employer

\*PagIBIG 2/ MP2- voluntary

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**Philippine Health Insurance Corporation (PhilHealth)**



**My PhilHealth Portal**  
<https://memberinquiry.philhealth.gov.ph/member/>

**Benefits:**

- Health Insurance

**Amount of Deductions (2023):**  
 4.00% of Basic Pay  
 (cap of 80,000 bp/ 3,200 mp)

MP/2 = Employee and Employer

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**OTHER BENEFITS**

**PERSONNEL ECONOMIC RELIEF ALLOWANCE (PERA)**

**2,000 pesos per employee**

**Release Date: every month in addition to Basic Pay**

**Guidelines:**  
<https://gag.gov.ph/files/QDfn33nax3CSTQIwyfku.pdf>

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**OTHER BENEFITS**

**CLOTHING ALLOWANCE**

8,000 pesos per employee

Release Date: after the Head of the agency's approval of Internal Guidelines

Guidelines: <https://gag.gov.ph/files/11gfu pyKCLUSHEBqma3.pdf>

**MID YEAR BONUS**

Equivalent to 1 month Basic Pay

Release Date: not earlier than 15 May of the current year

Guidelines: <https://gag.gov.ph/files/4faDp YhaaRXBfaRmhNrl.pdf>

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**OTHER BENEFITS**

**YEAR END BONUS AND CASH GIFT**

Equivalent to 1 month Basic Pay + 5,000 cash gift

Release Date: not earlier than 15 November of the current year

Guidelines: <https://gag.gov.ph/files/gQme pYQytkBfUveKIMja.pdf>

**PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)**

5,000 per employee

Release Date: not earlier than 15 December of the current year

Guidelines: [https://gag.gov.ph/files/nma2r \\*Ze3H6vnuZkINT.pdf](https://gag.gov.ph/files/nma2r *Ze3H6vnuZkINT.pdf)

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**Statement of Assets, Liabilities and Net Worth (SALN)**

**When to File:**

- Within thirty (30) days after assumption of office;
- On or before April 30, of every year thereafter; and
- Within thirty (30) days after separation from the service.

**SALN Guidelines and Sample Forms**

<http://osa.gov.ph/2014-02-21-06-28-25/pdf-files/category/193-statement-of-assets-liabilities-and-net-worth-saln-form-for-the-year-2012-and-onwards.html>

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**Statement of Assets, Liabilities and Net Worth (SALN)**

**Reminder no. 01:**

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of December 31, 2018

Revised by: R.A. 10158

Have: ☐ Married and civil status are both public officials and employees may file the required statement jointly or separately. ☒ Joint Filing ☐ Separate Filing ☐ Not Applicable

<b>DECLARANT:</b>	First Name: _____	Last Name: _____	<b>POSITION:</b>	_____
<b>ADDRESS:</b>	House No. _____, Street _____, Barangay _____, City/Municipality _____, Province _____, Zip Code _____		<b>AGENCY OFFICE:</b>	_____
<b>SPOUSE:</b>	First Name: _____	Last Name: _____	<b>POSITION:</b>	_____
	House No. _____, Street _____, Barangay _____, City/Municipality _____, Province _____, Zip Code _____		<b>AGENCY OFFICE:</b>	_____

**As of Date for Filing of SALN:**

- Hiring - Appointment Date
- Resignation/Retirement - Last Date of Employment
- Yearly - As of 31 December \_\_\_\_\_ (previous year)

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**Statement of Assets, Liabilities and Net Worth (SALN)**  
Reminder no. 02:

ASSETS	NAME OF CREDITOR	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
TOTAL LIABILITIES		N/A

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

NAME OF ENTITY/BUSINESS INTEREST	BUSINESS ADDRESS	STATUS OF BUSINESS INTEREST AND FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

Signature on every page will be REQUIRED

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**Statement of Assets, Liabilities and Net Worth (SALN)**  
Reminder no. 03:

Date: 3/23/2019

Signature of Declarant: *[Signature]*

Signature of Declarant's Spouse: *[Signature]*

Declarant's Record ID: 123456789  
Declarant's Record ID: 123456789  
Declarant's Record ID: 123456789

Declarant's Record ID: 123456789  
Declarant's Record ID: 123456789  
Declarant's Record ID: 123456789

**SUBSCRIBED AND SWORN** to before me this 13th day of March, 2019, at the City of Manila, Philippines, by the above-named declarant, who is duly qualified to do so.

Page 3 of 4

Signature on the Last Page and COMPLETE ID Details

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**Appointment Papers**

NOSA, NOSI (Notice of Salary Adjustment and Step Increment)

Service Record

Memorandum and others

**Personal Data Sheet SALN**

Training Certificates

Pre-Employment Requirements

**201 FILE**

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**CONTACT DETAILS:**

Sarah Mho M. Diaz  
HSMO II

**EMAIL ADDRESS**  
smho@oitem.com.ph

**THANK YOU!**

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