

April 22, 2016

APR 25 2016

BY: JOHN 11-23
CSN

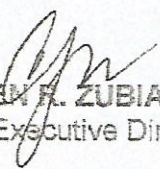
HON. ALICIA DELA ROSA-BALA
Chairperson
Civil Service Commission
Constitution Hills,
Batasan Pambansa Complex
Diliman, Quezon City

Dear Chairperson Bala:

In compliance with the Civil Service Commission Memorandum Circular (MC) No. 02 s. 2013 and MC No. 03 s. 2015, we are submitting herewith the accomplished forms of the Sworn Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service for the Fiscal Year Ending December 2015 of all NCDA officials and employees.

Thank you.

Very truly yours,


CARMEN F. ZUBIAGA
Acting Executive Director III

cc: **MS. CECILIA C. VILLAFUERTE**
Director II
CSC Field Office - BIR
Room 210, BIR Building
Agham Road, Diliman, Quzon City



ACKNOWLEDGEMENT LETTER

Ms. CARMEN R. ZUBIAGA
Acting Executive Director III
National Council on Disability Affairs
NCDA Bldg., Isidora St., Brgy. Holy Spirit,
Quezon City

SALN Ack No.: 20160512-074

Attention: Head, HR Office/Administrative Officer

Dear **Acting Executive Director Zubiaga:**

We received the following documents on April 25, 2016:

- 1. 2015 Sworn Statements of Assets, Liabilities and Networth (SALNs)
 - No. of SALNs received
 - No. of Joint Filers
- 2. Printed copy of Summary List of Filers (SLF) with middle names
 - No. of employees who filed SALNs based on SLF
- 3. List of Non-Filers
 - No. of employees based on list
- 4. Soft copy of Summary List of Filers (In future submissions, please send soft copy to our official email address: irmo.cmd@csc.gov.ph)
- 5. Certification issued by the agency Review and Compliance Committee (RCC)

For Compliance: None

A. Please submit immediately the following:

- 1. SALNs of the following officials/employees: _____

_____ based on SLF.
- 2. Printed copy of SLF with Networth
- 3. List of Non-Filers
- 4. Soft copy of SLF (in **Excel** format) to irmo.cmd@csc.gov.ph
- 5. RCC's Certification

B. For those who did not submit SALNs, the Head of agency shall issue a show cause order directing the official/employee concerned to submit his/her comment or counter-affidavit pursuant to Section 3 and 4 of CSC Res. 1300174 disseminated thru CSC MC No. 3, series of 2013.

C. Others/Remarks:

Thank you.

Very truly yours,

MARIA LETICIA G. REYNA, MNSA
Director IV
Integrated Records Management Office

cc: Office for Legal Affairs, this Commission