

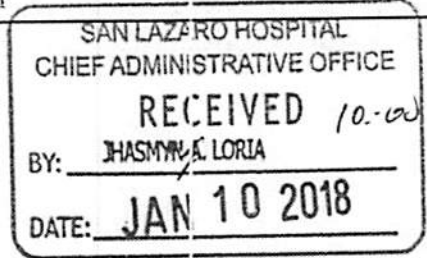


Republic of the Philippines  
Department of Health  
**SAN LAZARO HOSPITAL**

Manila, Philippines  
Telephone Nos.: 732-3776 to 78; 732-3106  
E-mail Address: sanlazarohospital@yahoo.com  
Official Website: [www.slh.doh.gov.ph](http://www.slh.doh.gov.ph)



January 9, 2018



**HOSPITAL MEMORANDUM**  
No. 03 s., 2018

**TO: ALL DIVISION CHIEFS, DEPARTMENT/SECTION/UNIT HEADS AND SAN LAZARO HOSPITAL EMPLOYEES**

**SUBJECT: DEADLINE OF SUBMISSION OF THE FOLLOWING REPORTS FOR CY 2018.**

Relative to the submission of the following reports for CY 2018, all San Lazaro Hospital Employees are required to submit the following documents using the prescribed forms on the given deadlines:

Report to be submitted	Deadline of Submission
<b>Individual Performance Commitment and Review (IPCR)</b>	<b>January 31, 2018</b>
<b>Statement of Assets, Liabilities and Net worth (SALN)</b>	<b>February 28, 2018</b>

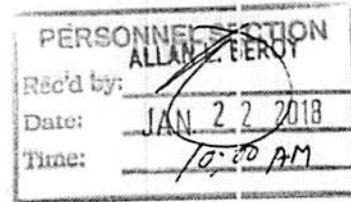
For IPCR, failure to submit on the said date will mean forfeiture of productivity benefit. No extension of deadline for submission shall be given.

For SALN, failure to submit on the given deadline, names of all the employees who will not comply will be forwarded to the Office of the Ombudsman and Civil Service Commission, as required by R.A 6713.

Furthermore, all employees should keep their own copy of these documents for file and for future reference.

For your strict compliance.

*[Signature]*  
**JOSE BENITO R. VILLARAMA, MD, MPH, CSEE**  
Officer-In-Charge, this Hospital

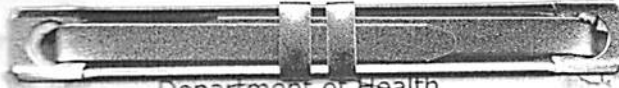


Noted by: *[Signature]*

**NESTOR F. SANTIAGO JR., MD, MPH, MHP, MHA, CESO III**

Assistant Secretary  
Department of Health

*[Signature]*  
EHA/lsc/lig/mgm



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*SLH-File*



**San Lazaro Hospital**

Summary List of Filers  
 Statement of Assets, Liabilities and Networth  
 Calendar Year: 2017

**CERTIFICATION**

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Hospital.

Further, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on MAY 23 2018



*[Signature]*  
**ELEONORITA E. REYES**  
 Chief Administrative Officer

*[Signature]*  
**EVELYN H. ABUEG**  
 Supervising Administrative Officer  
 Head, HRMD

*[Signature]*  
**MARY GRACE B. MERILLES**  
 Administrative Assistant II  
 HRMD