

Integrated Records Management Office
Communications Management Division

Checklist of Requirements for SALN submission

Agency/Office: LBP Leasing & Finance Corp

1. Cover /Transmittal Letter
2. Summary List of Filers (SLF) (Printed copy)
3. Summary List of Filers (Soft Copy) (In future submissions, please send soft copy to our official email address: irmo.cmd@csc.gov.ph)
 USB CD thru email
4. Certification issued by the agency Review and Compliance Committee (RCC)
5. List of ~~Employees who did not file their SALNs~~
6. 2021 Sworn Statements of Assets, Liabilities and Network (SALNs)

CIVIL SERVICE COMMISSION
Integrated Records Management Office
MAY 04 2022

Received by: _____
Time: 1:20 Date: _____

Clariza T. Galido

From: IRMO - Communications Management Division <irmo.cmd@csc.gov.ph>
Sent: Wednesday, May 4, 2022 10:47 AM
To: Clariza T. Galido
Subject: Re: LBP Leasing and Finance Corporation - SALN

Dear Ma'am.

This is duly noted with thanks.

Best,

Jobelle P. Aquino
Admin Officer I
IRMO CMD

From: Clariza T. Galido <ctgalido@lbpleasing.com>
Sent: Wednesday, May 4, 2022 9:38 AM
To: IRMO - Communications Management Division <irmo.cmd@csc.gov.ph>
Subject: LBP Leasing and Finance Corporation - SALN

Hi, Ma'am Jobelle,

Our messenger is on its way going to the Batasan as yesterday, May 3 was a regular holiday.

Thank you,

Clariza T. Galido
Personnel Specialist



15th floor Sycip Law Center
No. 105 Paseo de Roxas St., Makati City
Telephone No. : 818-2200 loc 218
Fax No. : 819-6176
Email Address : ctgalido@lbpleasing.com

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From: IRMO - Communications Management Division <irmo.cmd@csc.gov.ph>
Sent: Wednesday, May 4, 2022 9:35 AM

To: Clariza T. Galido <ctgalido@lbpleasing.com>
Subject: Re: LBP Leasing and Finance Corporation - SALN

Dear Ma'am.

Acknowledging receipt of your email submitting the e-copy of the Summary List of Filers. May we inquire if you were already able to submit the physical copies of the SALNs?

Regards,

Jobelle P. Aquino
Admin Officer I
IRMO CMD

From: Clariza T. Galido <ctgalido@lbpleasing.com>
Sent: Friday, April 29, 2022 5:37 PM
To: IRMO - Communications Management Division <irmo.cmd@csc.gov.ph>
Subject: FW: LBP Leasing and Finance Corporation - SALN

Hi, Ma'am Jobelle,

Here are the files as requested.

Please be informed that as per our office messenger, he was advised to get back on Tuesday to drop the hard copies and have it received by the authorized personnel as the office at Integrated Records Management Office, Constitution Hills, Batasang Pambansa Complex, Diliman, Quezon City is closed today until Monday.

Kindly advise us if we must send the scanned copy of employees' SALN as a proof.

Thank you,

Clariza T. Galido
Personnel Specialist



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From: IRMO - Communications Management Division <irmo.cmd@csc.gov.ph>
Sent: Friday, April 29, 2022 3:54 PM

To: Clariza T. Galido <ctgalido@lbpleasing.com>
Subject: Re: LBP Leasing and Finance Corporation - SALN

Dear Ma'am.

Acknowledging receipt of your email. May we, however, request for the e-copy of **only** the Summary List of Filers in either PDF-converted format and Excel file.

May we also inquire which CSC office the SALN CY 2021 submission was made?

Thank you and keep safe.

Jobelle P. Aquino
Admin Officer I
IRMO CMD

From: Clariza T. Galido <ctgalido@lbpleasing.com>
Sent: Friday, April 29, 2022 11:30 AM
To: IRMO - Communications Management Division <irmo.cmd@csc.gov.ph>
Cc: Noel D. Calvez <ndcalvez@lbpleasing.com>; Raizza L. Gonzales <rlgonzales@lbpleasing.com>
Subject: LBP Leasing and Finance Corporation - SALN

Dear Ma'am/Sir,

We would like to inform you that we have submitted our CY2021 SALN today, April 29, 2022, through your drop box. Such submission contains the following:

1. Covering letter address to Dir. Ma. Leticia G. Reyna
2. Summary list of filers
3. None - Employee who did not file SALN for CY2021
4. Certification
5. Individual SALNs of employees

Enclosed is the scanned copy of the summary, for your reference.

Thank you,

Clariza T. Galido
Personnel Specialist



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Telephone No. : 818-2200 loc 218
Fax No. : 819-6176
Email Address : ctgalido@lbpleasing.com

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LBP LEASING AND FINANCE CORPORATION
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year 2021

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 Office.

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 April 18, 2022



Atty. Marla A. Barcenilla
Chairperson



Raizza L. Gonzales
Member



Noel D. Calvez
Member