




Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
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MEMORANDUM

ORDER No. 1-2011-7

TO : ALL NMIS PERMANENT EMPLOYEES

FROM :  ATTY. JANE C. BACAYO, DVM, MPA
Executive Director

SUBJECT : SUBMISSION OF SALN, NPAS & PDS

DATE : 11 January 2011

In compliance with the CSC Rules and Regulations, you are hereby directed to submit the following duly accomplished forms:

1. **Statement of Assets, Liabilities and Networth (SALN)** – shall be properly accomplished in **THREE (3) ORIGINAL COPIES** (CSC, OMBUDSMAN and FILE 201) covering the period January 1, 2010 to December 31, 2010.
2. **National Performance Appraisal Sheet (NPAS)** – this form is the Performance Evaluation for **January-June 2010** and **July-December 2010** with rating/grade duly signed by the immediate supervisor/Regional Technical Director.
3. **Personal Data Sheet (PDS)** – this form is for updating purposes and please use **black ink only**.

Forms are downloadable on the NMIS E-group. Submission of the said forms to the Personnel Section shall be **on or before January 31, 2011 only for NPAS** to prepare a one-time payroll for the Performance Incentive Benefits and **on or before February 28, 2011 only for SALN and PDS** to facilitate the preparation of reports to be submitted to CSC and Ombudsman.

FOR STRICT COMPLIANCE.

cc:

- Personnel Section
- Records Section
- E-group