

**Integrated Records Management Office  
Communications Management Division**

**Checklist of Requirements for SALN submission**

Agency/Office: NATIONAL DEFENSE COLLEGE

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](mailto: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  
MAR 17 2022

Received by: \_\_\_\_\_  
Time: \_\_\_\_\_ Date: \_\_\_\_\_



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo, Quezon City

MAR 16 2022

**DIR MARIA LETICIA G REYNA, MNSA**  
Integrated Records Management Office  
Civil Service Commission  
Batasang Pambansa Complex  
Constitution Hills, Diliman, Quezon City

<b>CIVIL SERVICE COMMISSION</b> Integrated Records Management Office
<b>MAR 17 2022</b>
Received by: _____
Time: _____

*1025*

**SUBJECT: National Defense College of the Philippines (NDCP)  
Officials and Employees' Statement of Assets and  
Liabilities Network (SALN) for FY 2021**

Dear **Director Reyna**:

Greetings from your Alma Mater!

In compliance with the Civil Service Commission Memorandum Circular No 03 s 2015 re-submission of Statement of Assets, Liabilities and Network (SALN) of all government officials and employees, the College respectfully submits the SALN of all its officials and employees for FY 2021.

With my best wishes and warm regards.

Very truly yours,

  
**BGEN ARCHIMEDES H VIAJE AFP (Ret) PhD, MNSA, CESE**  
President