



MC No. 07, s. 2004

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND SUBSIDIARIES; THE ARMED FORCES OF THE PHILIPPINES; PHILIPPINE NATIONAL POLICE; LEGISLATURE AND JUDICIARY

SUBJECT : Reiteration on the Submission of Statements of Assets, Liabilities and Net Worth (SALNW)

In accordance with RA 6713, (*Code of Conduct and Ethical Standards for Public Officials and Employees*), and its Implementing Rules and Regulations, government officials and employees are required to submit/file their Statements of Assets, Liabilities and Net Worth (SALNW) and Disclosures of Business Interests and Financial Connections to the following offices:

1. **National Office of the Ombudsman** – President and Vice President of the Philippines, Chairmen and Commissioners of Constitutional Commissions and Offices
2. **Secretary of the Senate** – Senators
3. **Secretary General of the House of Representatives** – Congressmen
4. **Clerk of Court of the Supreme Court** – Justices of the Supreme Court, Court of Appeals, Sandiganbayan, and Court of Tax Appeal
5. **Court Administrator** – Judges of the Regional Trial Courts, Metropolitan Circuit Trial Courts, City Courts, Municipal and Special Courts
6. **Office of the President** – a) National executive officials such as members of the Cabinet, Undersecretaries and Assistant Secretaries including the Foreign Service Officers (FSOs); b) Heads of government-owned and controlled corporations with original characters and their subsidiaries; c) and state colleges and universities; d) Officers of the Armed Forces from the rank of Colonel / Naval Captain.
7. **Deputy Ombudsman in their respective region** – a) Regional officials and employees of departments, bureaus and agencies of the national government including the judiciary and constitutional commissions and offices; b) Regional officials and employees of government-owned and controlled corporations and their subsidiaries in the region; c) All other officials and employees of state colleges and universities; d) Regional officers below the rank of Colonel/Naval Captain including civilian personnel of the AFP; e) Regional officials and employees of the PNP; f) Provincial officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members; g) Municipal and city officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and barangay officials.

8. **Civil Service Commission (CSC)** – a) All other central officials and employees of departments, bureaus and agencies of the national government including the Judiciary and constitutional commissions and offices as well as government-owned and controlled corporations and their subsidiaries; b) Appointive officials and employees of the Legislature c) All other central officers below the rank of Colonel or Naval Captain as well as Civilian Personnel of the AFP d) All other central officials and employees of the PNP.

RA 6713 and its Implementing Rules and Regulations further provided that the abovementioned officials and employees must accomplish the SALNW form (Revised 1994) in triplicate and submit the original and duplicate copies to the Administrative or Personnel Division or Unit in their respective agencies not later than April 30.

The Chief of the administrative/personnel division/unit of officials and employees who are mandated by law to submit their SALNW to the CSC shall transmit to the *Civil Service Commission, Constitution Hills, Batasan Complex, Diliman, Quezon City* on or before June 30 of every year all original copies of the SALNW received, with a list of filers arranged in alphabetical order.

The CSC reiterates compliance with the procedures set forth in the said issuances as well as in CSC Memorandum Circular No. 20, s. 1994.

In addition, we advise agencies that are required to submit their SALNW to the CSC, to use the attached prescribed format for the summary list of filers, prepared in MS Excel, which shall include the following data : the name of the official or the employee, tax identification number (TIN), position, and net worth.

These data shall be integrated into the database on SALNW developed by the CSC to facilitate retrieval and access to information.

This Memorandum Circular shall take effect immediately.


KARINA CONSTANTINO-DAVID
Chairperson

March 24, 2004



**Submission of Statements of Assets,
Liabilities and Net Worth (SALNW)**

X-----X

RESOLUTION NO. 040307

WHEREAS, Republic Act 6713 and its Implementing Rules and Regulations (IRR) provide that public officials and employees have an obligation to accomplish and file under oath their assets, liabilities, net worth and a disclosure of financial connections and business interests, including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;

WHEREAS, RA 6713 and its IRR further provide that the officials and employees must accomplish the SALNW form (Revised 1994) in triplicate and submit the original and duplicate copies to the Administrative or Personnel division or unit in their respective agencies not later than April 30 of every year;

WHEREAS, the Civil Service Commission (CSC) is one of the agencies mandated by RA 6713 where copies of the SALNW shall be submitted;

WHEREAS, the CSC reiterated this requirement through the issuance of CSC Memorandum Circular No. 20, s. 1994 dated May 31, 1994;

WHEREAS, the results of the records inventory of CSC-submitted SALNW conducted by the Integrated Records Management Office (IRMO) of the CSC as of December 31, 2003, indicated low compliance rate of submission;

WHEREAS, to increase compliance rate of submission of SALNW, government agencies shall be reminded of this requirement;

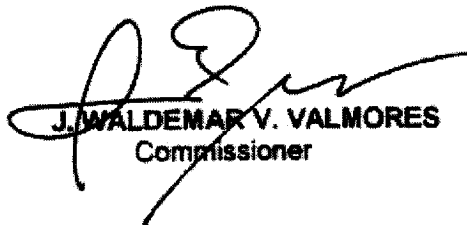
WHEREFORE, the Commission resolves as it hereby resolves to :

1. reiterate the prompt submission of SALNW of all government officials and employees to the concerned agencies, i.e. Office of the President, Senate of the Philippines, House of Representatives, Office of the Ombudsman, Civil Service Commission, Offices of the Deputy Ombudsman in the regions, as required by the abovementioned issuances;

2. advise agencies that are required to submit their SALNW to the CSC to use the attached prescribed format for the summary list of filers, prepared in MS Excel, which shall include the following data : the name of the official or the employee, tax identification number (TIN), position, and net worth.

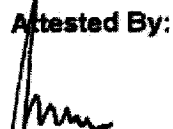
Quezon City, MAR 22 2004


KARINA CONSTANTINO-DAVID
Chairperson


J. WALDEMAR V. VALMORES
Commissioner


CESAR D. BUENAFLORES
Commissioner

Attested By:


REBECCA A. FERNANDEZ
Director IV, CSLO

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year _____

| No. | NAME OF EMPLOYEE | TIN | POSITION | NET WORTH |
|-----|------------------|-----|----------|-----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 16 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |
| 28 | | | | |
| 29 | | | | |
| 30 | | | | |
| 31 | | | | |
| 32 | | | | |
| 33 | | | | |
| 34 | | | | |
| 35 | | | | |