



Guidelines Governing Access to SALNs of Government Officials and Employees filed with the Civil Service Commission  
x-----x

Number: 1100356  
Promulgated: 15 MAR 2011

**RESOLUTION**

**WHEREAS, Section 7, Article III of the 1987 Constitution** recognizes the right of the people to information on matters of public concern and the right of each Filipino citizen to access official records in the custody of government agencies/offices subject to such limitations as may be provided by law;

**WHEREAS, Section 8 (A), (5), of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)** obligates public officials and employees defined in **Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act)** to file under oath their Statement of Assets, Liabilities and Net Worth (SALN) with the Civil Service Commission (CSC);

**WHEREAS, Section 8 (C) of RA No. 6713** specifically provides that any and all statements filed under this Act shall be made available for inspection at reasonable hours; such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law; and, the requesting party pays for the cost of reproduction, mailing and certification;

**WHEREAS, Section 8 (D) of RA No. 6713** prohibits the use of SALN for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public;

**WHEREAS, the Supreme Court held in the cases of Subido vs. Ozaeta, 80 Phil 383, and Teodoro Berdin, et al. vs. Mayor Eufracio A. Mascariñas, et al., Municipality of Tubogon, Bohol, G.R. No. 135928 (July 6, 2007)** that government offices having custody of public documents, like SALNs, may prescribe reasonable rules and regulations relative to the manner with which the public may examine/scrutinize/reproduce/copy the subject documents;


**WHEREFORE, the Commission resolves as it hereby resolves to adopt the following guidelines that will govern requests for access to SALNs filed with the CSC:**

- 1. All requests for access to SALNs with the CSC shall be directly addressed to the Director IV of the Integrated Records Management Office (IRMO);



2. The requesting party, shall be required to accomplish the Request for SALN Form (copy attached) and submit two (2) valid Identification Cards (ID Cards) which can be any of the following:
  - a. GSIS/SSS ID
  - b. PRC ID
  - c. TIN/Pag-Ibig/Philhealth ID
  - d. IBP ID
  - e. Passport
  - f. Voter's ID
  - g. Driver's License
  - h. Current Office ID (Government or Private)
  - i. UMID (Unified Multipurpose Identification)
  - j. Senior Citizens ID
  - k. School ID
  - l. NBI ID
3. The requesting party shall also present an endorsement letter from the school dean or secretary or from any official of the organization where the SALN shall be used or utilized for research purposes;
4. The request shall be evaluated by the Chief Personnel Specialist or Supervising Personnel Specialist or a duly designated personnel of the Records Center and Archives Division of IRMO. A recommendation for approval/disapproval shall be submitted to the Director IV or Director III. If warranted, additional documents or information may be required from the requesting party;
5. The requesting party shall accomplish an Undertaking of Requesting Party Form which shall be sworn to before either the Director IV or Director III of IRMO;
6. The requesting party shall pay the amount of Two Hundred Pesos (Php200.00) per SALN Declaration; and,
7. All requests for Access to SALN form and Undertaking shall form part of the public records and can be accessed by the concerned official or employee.

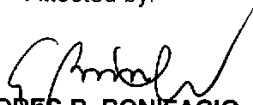
Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**MARYANN Z. FERNANDEZ-MENDOZA**  
Commissioner

**VACANT**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

