



CSC MC No. 9, s. 2011

## MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS,  
OFFICES AND AGENCIES OF THE NATIONAL  
AND LOCAL GOVERNMENTS, INCLUDING  
STATE UNIVERSITIES AND COLLEGES AND  
GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Use of the 1994 Statement of Assets, Liabilities and Net  
Worth (SALN) Form for the Year 2010

Pursuant to CSC Resolution No. 1100318 dated 08 MAR 2011, the Commission resolves to allow public officers and employees to continue using the **1994 Statement of Assets, Liabilities and Net Worth (SALN) Form** for the year 2010, pending the Commission's approval of the Revised SALN Form.

The Baseline Declaration Form and the Annual Declaration Form shall no longer be used as the latter does not comply with the requirement of the law on annual detailed SALN.

The deadline for submission of the accomplished SALN Form is on **April 30, 2011**.

Please be guided accordingly.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

110 MAR 2011

AGR/Y47 (d23)/mpm11-usb  
MC 1994 SALN Form

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*



Re: **Filing and Submission of Statement of Assets,  
Liabilities and Net Worth for the Year 2010**

Number: 1100318

x-----x

Promulgated: 08 MAR 2011

## RESOLUTION

**WHEREAS**, Section 17, Article XI of the 1987 Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, the requirement on the filing of SALN is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Section 7 of Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), which require the filer to submit "*a true detailed and sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amounts of his personal and family expenses and the amount of income taxes paid for the next preceding calendar year*";

**WHEREAS**, the Annual Declaration Form which is the subsequent form after the Baseline Declaration Form, merely asks for updates of the filer's assets and liabilities, hence, not complying with the required annual detailed SALN;

**WHEREAS**, the Civil Service Commission, as the central personnel agency of the government, in its effort to properly effectuate the constitutional and statutory provisions on public disclosure and to establish a standard review and compliance procedure to be observed by all public officers and employees in the filing and submission of their SALN, has proposed a Revised SALN Form for purposes of compliance with the requirement on the filing of SALN;

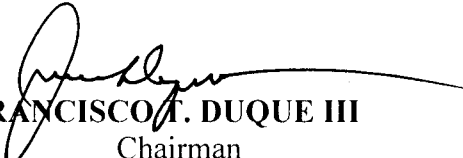
**WHEREAS**, the Revised SALN Form is still subject to the Commission's approval;

**WHEREFORE**, foregoing premises considered, the Commission hereby **RESOLVES** to allow public officers and employees to continue using the 1994 Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2010, the deadline for filing of which is April 30, 2011;

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**RESOLVED FURTHER** that the Baseline Declaration Form and Annual Declaration Form shall no longer be used as the latter does not comply with the requirement of the law on annual detailed SALN.


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

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH  
DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS  
AND IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE**

As of \_\_\_\_\_  
(Required by R.A. 6713)

<b>Name</b> _____ (Surname) (First Name) (M.I.)	<b>Position/Income</b> _____ <b>Office</b> _____
<b>Address</b> _____ _____	<b>Office Address</b> _____ _____
<b>Spouse Name</b> _____ (Surname) (First Name) (M.I.)	<b>Position</b> _____ <b>Office</b> _____

Unmarried Children below 18 years of age	
Name	Date of Birth

**A. ASSETS, LIABILITIES AND NETWORTH**

**1. ASSETS**

**a. Real Properties**

Kind	Location	Year Acquired	Mode of Acquisition	Nature of Property	Assessed Value	Current Fair Market Value	Acquisition Cost	
							Land; Bldg., etc.	Improvements

Total: P \_\_\_\_\_

**b. Personal and other Properties**

kind	Year Acquired	Acquisition Cost

Total: P \_\_\_\_\_

**2. LIABILITIES (Loans, Mortgages, etc.)**

Nature	Name of Creditors	Amount

Total: P \_\_\_\_\_

<b>NETWORTH (Total Assets (1a + 1b) Less Total Liabilities (2))</b>	<b>Total: P _____</b>
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(Note: Please use additional forms/sheets if necessary.  
Also, please reproduce this form back to back)

**B. BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

Do you have any business interests and other financial connections including those of your spouse and unmarried children below 18 years of age living with you in your household?

Yes                       No                      If yes, give particulars:

Name	Name of Firm/ Company	Address	Nature of Business Interest and/or Financial Connection	Date of Acquisition or Connection

**C. IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE**

To the best of your knowledge, are you related within the fourth degree of consanguinity or of affinity to anyone working in the government?

Yes                       No                      If yes, give particulars:

Name	Position	Relationship	Name/Address of Office

I hereby certify to the best of my knowledge and information, that these are true statements of my assets, liabilities, networth, business interests and financial connections, including those of my spouse and unmarried children below 18 years of age and names of my relatives in the government as of \_\_\_\_\_, \_\_\_\_\_, as required by and in accordance with Republic Act 6713.

I hereby authorize the Ombudsman or his duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, networth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date : \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Spouse)

\_\_\_\_\_  
(Signature of Employee)

TIN : \_\_\_\_\_

TIN : \_\_\_\_\_

Com. Cert. No. \_\_\_\_\_

Com. Cert. No. \_\_\_\_\_

Issued at : \_\_\_\_\_

Issued at : \_\_\_\_\_

Date Issue : \_\_\_\_\_

Date Issue : \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, affiant exhibiting his/her RESIDENCE TAX CERTIFICATE as indicated above.

\_\_\_\_\_  
(Person Administering Oath)