

HRDS



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila



Certificate No.: AJA15-0048

MEMORANDUM

FOR : DIRECTOR ADELINE T. DE CASTRO
Planning Service


SUBJECT : SUBMISSION OF SWORN STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) FORM FOR CY 2020

DATE : 29 JANUARY 2021

In compliance with Section 93 of the General Appropriations Act of 2013 on Transparency Seal provision, may we provide your office, for posting in the DOLE website, the attached memorandum relative to the submission of the Sworn Statement of Assets, Liabilities and Net Worth Disclosure of Business Interest and Financial Connections and Identification of Relatives in the Government Service for CY 2020.

Electronic copy of the same will be sent to your office's official e-mail address at ps@dole.gov.ph.

Thank you.


BRENALYN A. PEJI
 Director IV
 Human Resource Development Service
 JP

Office of the Director
RECEIVED
 By: JRSABRA
 Date: FEB 1, 2021
 Time: 2:57 PM



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Muralla St., Intramuros, Manila



Certificate No.: AJA15-0048

DOLE-PS 29 JAN 2021 10:10

MEMORANDUM

TO : ALL HEADS OF OFFICES, SERVICES, BUREAUS, REGIONAL OFFICES, ATTACHED AGENCIES AND PHILIPPINE OVERSEAS LABOR OFFICES (POLOs)

SUBJECT : SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FORM FOR CY 2020

DATE : 19 January 2021

Section 8-A (Statements of Assets and Liabilities and Financial Disclosure) of Republic Act 6713, provides that "All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities, and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

Further, Section 11-a (Penalties) of the same law states that "Any public official or employee regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6) months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency.

In this connection, **all officials and employees are advised to start the preparation of their SALNs in three (3) original copies as required by law.** The basic guidelines in filling-out the SALN form for CY 2020 are attached for your reference. Electronic copies of the SALN Forms can be downloaded from the CSC Website at www.csc.gov.ph/SALN Form.

The Heads of Offices and the Human Resource Management Officer (HRMO) designates of the bureaus and services are reminded to check whether the SALNs of their respective employees are properly, correctly, completely filled-up and duly notarized before submission to HRDS **not later than 31 March 2021.**

For further information, you may contact Ms. Donna Salve M. Cordova, HRDS-PAD at telephone no. (02) 8527-3000 loc 504.

For compliance.


SILVESTRE H. BELLO III
Secretary