



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



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MEMORANDUM

TO : ALL HEADS OF OFFICES, SERVICES, BUREAUS,
REGIONAL OFFICES AND ATTACHED AGENCIES

SUBJECT : SUBMISSION OF SWORN STATEMENT OF ASSETS,
LIABILITIES AND NETWORTH (SALN) FORM FOR CY 2022

DATE : 16 January 2023

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 2022 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 shall assure that the SALNs of their respective employees are properly, correctly, completely filled-up and duly notarized/signed by a Presidential Appointee before submission to HRDS **not later than 31 March 2023.**

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

For compliance.


CIRIACO A. LAGUNZA III
Undersecretary