



PHILIPPINE CHARITY SWEEPSTAKES OFFICE

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Manager
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ISO 9001:20

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Mo No 2022-607
01-06M-008

MEMORANDUM

TO : All PCSO Officials and Employees

FROM : The Vice-Chairperson and General Manager

SUBJECT : **Submission of Statement of Assets, Liabilities and Networth (SALN)**

DATE : January 12, 2022



1. References:

- a. Section 8 of Republic Act No. 6713 otherwise known as "The Code of Conduct and Ethical Standards for Public Officials and Employees";
- b. CSC Resolution 1300455 dated March 4, 2013 on the designation of a SALN Review and Compliance Committee

2. In compliance with the above references, all PCSO Officials and Employees assigned at the Main Office and San Marcelino Office are hereby directed to submit **five (5) duly accomplished Statements of Assets, Liabilities and Networth (SALN)** for CY 2021 subscribed and sworn to before an Administering Officer to the Human Resources Department on or before **February 25, 2022**.

3. Meanwhile for Branch Offices under the Visayas and Mindanao Departments, said offices are directed to submit their SALN to the Office of the Department Manager in their respective areas **not later than February 25, 2022**.

The Human Resources Department shall be furnished with hard copies of the SALNs and transmittal letter to the Office of the Ombudsman with stamp "Received" in hard copy and/or acknowledgment receipt of soft copy, to form part of the employees' 201 File.

4. The currently prescribed SALN form is the one revised as of January 2015 per CSC Resolution No. 1500088 promulgated on 23 January 2015. The same may be downloaded from the CSC website.

5. In accomplishing the SALN, please be guided with the following:

On personal information:

- 5.1. Declarants who are married must indicate the name of their spouse in the space provided in the form.
- 5.2. The name of the spouse working in the government may not be included in the "Relatives in the Government Service" since it is already reflected in the "Spouse" section on the first page.
- 5.3. Declarant's children 18 years old and above should be removed from the list even if they are still living and receiving financial support from the Declarant.

On completeness:

- 5.4. All blank spaces in the SALN should be supplied with N/A.
- 5.5. The exact location must be indicated in the Real Properties column.
- 5.6. If the Declarant and spouse are both working in the government, the "Joint Filing" or "Separate Filing" box must be marked with an "x" or "✓". While a Declarant who is "single" or whose spouse is working in the private sector shall put an "x" or "✓" mark in the "Not Applicable" box.
- 5.7. Both spouses should sign the SALN form, whether in the government or private sector. If the signature cannot be acquired from the spouse, an explanation should be attached or indicated in the space provided for the spouse's signature.
- 5.8. Assessed and Current Fair Market Value, whether owned or mortgaged, should be indicated in the Real Property Assets.
- 5.9. Various years in the Personal Properties is acceptable.

On form:

- 5.10. December 31, 2021 should be indicated on the first page, the upper portion of the form.
- 5.11. SALN form should be printed in a long size bond paper making sure that there is no alteration of the contents on each page.
- 5.12. The use of plain bond paper for additional assets is acceptable.
- 5.13. The printed name of the Administering Officer should be indicated in the form and the date the SALN was signed.

6. SALN forms with incomplete data and not properly accomplished shall be returned. For this purpose, the SALN Review and Compliance Committee shall be reconstituted to ensure that the declarant employees comply with the requirements in filing the SALN as prescribed under RA 6713 and its IRR.

7. For strict compliance and widest dissemination.

ROYINA MARZAN GARMA