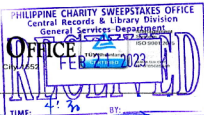




PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1555
www.pcso.gov.ph

1502-10-027



HUMAN RESOURCES DEPARTMENT

MEMORANDUM NO. 2023-019

TO : All PCSO Officials and Employees

FROM : The General Manager

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

DATE : February 6, 2023



References:

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

In compliance with the above-mentioned references, all PCSO Officials and Employees are hereby directed to submit **five (5) duly accomplished Statements of Assets, Liabilities, and Networth (SALN) for CY 2022** subscribed and sworn to before an Administering Officer to their concerned departments for consolidation before submission to the Human Resources Department **not later than February 27, 2023**, using the matrix provided:

| NAME OF EMPLOYEE | | | TIN | POSITION |
|------------------|------------|-------------|--------|----------|
| LAST NAME | FIRST NAME | MIDDLE NAME | NUMBER | |
| | | | | |
| | | | | |

As for Branch Offices under the Visayas and Mindanao Departments, said offices are directed to submit their SALNs to the Office of Department Manager in their respective areas **not later than February 27, 2023**.

The Visayas and Mindanao Departments shall furnish the HRD 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.

To ensure compliance with the requirements and annual submission of the SALN, please be guided with the following in accomplishing the prescribed SALN Form (Revised as of January 2015) as per CSC Resolution No. 1500088 promulgated on January 23, 2015:

On personal information

- i. Declarants who are married must indicate the name of their spouse in the space provided in the form.
- ii. The name of the spouse working in the government shall not be included in the "Relatives in the Government Service" since it is already reflected in the "Spouse" section on the first page.
- iii. 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:

- i. All blank spaces in the SALN should be supplied with N/A.
- ii. The exact location must be indicated in the Real Properties column.
- iii. 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.
- iv. Both spouses should sign the SALN form, whether in the government or private sector. If the signature cannot be obtained from the spouse, an explanation should be attached or indicated in the space provided for the spouse's signature.
- v. Assessed and Current Fair Market Value, whether owned or mortgaged, should be indicated in the Real Property Assets.
- vi. Various years in the Personal Properties are acceptable.

On form:

- i. December 31, 2022 should be indicated on the first page, the upper portion of the form.
- ii. SALN form should be printed on a long size bond paper making sure that there is no alteration of the contents on each page.
- iii. The use of plain bond paper for additional assets is acceptable.
- iv. The printed name of the Administering Officer should be indicated in the form and the date when the SALN was signed.

Please take note that 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 declarant employees comply with the requirements in filing the SALN as prescribed under RA 6713 and its IRR.

For strict compliance.

MELQUIADES A. ROBLES