



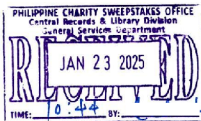
HUMAN RESOURCES DEPARTMENT

MEMORANDUM NO. 2025-011
January 16, 2025

TO : ALL PCSO Officials and Employees

FROM : THE GENERAL MANAGER

SUBJECT : **SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES
AND NETWORTH (SALN)**



In compliance with the Section 8 of Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees, all PCSO Officials and Employees are hereby directed to submit **five (5) duly accomplished Statements of Assets, Liabilities and Net Worth (SALN) for CY 2024** subscribed and sworn to before an Administering Officer to their concerned departments for consolidation before submission to the Human Resources Department (HRD) **not later than February 14, 2025** using the matrix provided. Additionally, soft copy of the matrix should be emailed to hrd.pcsso.gov.ph.

NAME OF EMPLOYEE			TIN NUMBER	NETWORTH	POSITION
LAST NAME	FIRST NAME	MIDDLE NAME			

Likewise, the Branch Offices under the Northern and Central Luzon (NCL) Department and Southern Tagalog and Bicol Region (STBR) Department are directed to submit their SALNs to the Human Resources Department not later than February 17, 2025.

Further, the Branch Offices under the Visayas and Mindanao Departments are directed to submit their SALNs to the Office of the Department Manager in their respective areas not later than **February 28, 2025**.

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 acknowledged receipt of soft copy, to form part of the employees' 201 File.

To ensure compliance with the requirements and annual submission of 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 23 January 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, 2024 should be indicated on the first page, in 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 is instructed to ensure that declarant employees comply with the requirements in filling the SALN as prescribed under RA 6713 and its IRR.

For strict compliance.

MELQUIADES A. ROBLES
General Manager