

# Visayas State University

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Office of the President

5 April 2010


**MEMORANDUM CIRCULAR NO. 18**  
Series of 2010

**T O: All Concerned**

**R E: Statement of Assets, Liabilities and Net Worth (SALN) Form  
for the Year 2009**

Attached is CSC Memorandum Circular No. 5, s. 2010 regarding the Use of the 1994 Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2009 which is self-explanatory.

Please be guided accordingly.

  
**JOSE L. BACUSMO**  
President



CSC MC No. 5, s. 2010

### MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS,  
OFFICES AND AGENCIES OF THE NATIONAL  
AND LOCAL GOVERNMENTS, INCLUDING  
STATE UNIVERSITIES AND COLLEGES AND  
GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS WITH ORIGINAL CHARTER


SUBJECT : Use of the 1994 Statement of Assets, Liabilities and Net  
Worth (SALN) Form for the Year 2009

Pursuant to CSC Resolution No. 10-0266 dated February 16, 2010, the Commission resolves to allow public officers and employees to continue using the 1994 **Statement of Assets, Liabilities and Net Worth (SALN) Form** for the year 2009.

The Annual Declaration Form shall no longer be used as it does not comply with the requirement of RA No. 6713 and RA No. 3019 on annual detailed SALN.

The deadline for submission of the accomplished SALN Form is **April 30, 2010**.

Please be guided accordingly.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

18 FEB 2010





Republic of the Philippines  
**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

108 Years of Service;  
Civil Service at its Best.

*Mamamayan Muna*

Re: Filing and Submission of Statement of Assets,  
Liabilities and Net Worth

X-----X

RESOLUTION NO. 100266

WHEREAS, Section 17, Article XI of the 1987 Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

WHEREAS, the requirement on the filing of SALN is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Section 7 of Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), which require the filer to submit "*a true detailed and sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amounts of his personal and family expenses and the amount of income taxes paid for the next preceding calendar year*";

WHEREAS, the Annual Declaration Form which is the subsequent form after the Baseline Declaration Form, merely asks for updates of the filer's assets and liabilities, hence, not complying with the required annual detailed SALN;

WHEREAS, the Civil Service Commission, as the central personnel agency of the government, in its effort to properly effectuate the constitutional and statutory provisions on public disclosure and to establish a standard review and compliance procedure to be observed by all public officers and employees in the filing and submission of their SALN, has proposed a revised SALN form for purposes of compliance with the requirement on the filing of SALN;

WHEREAS, the Commission has received numerous queries and/or request for clarification relative to the use of the revised SALN Form in the submission of the SALN for the year 2009;

WHEREAS, the revised SALN Form is still subject to the Commission's approval;

WHEREFORE, foregoing premises considered, the Commission hereby **RESOLVES** to allow public officers and employees to continue using the 1994 Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2009, the deadline for filing of which is April 30, 2010;

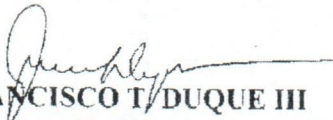
Certified True Copy:

*[Signature]*  
**SEYMOUR R. PAJARES**

Chief Personnel Specialist  
Commissioner, Secretariat & Liaison Office

**RESOLVED FURTHER** that the Baseline Declaration Form and Annual Declaration Form shall no longer be used as the latter does not comply with the requirement of the law on annual detailed SALN.

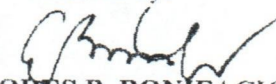
Quezon City. 16 FEB 2010

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**CESAR D. BUENAFLOR**  
Commissioner

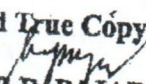
  
**MARY ANN L. FERNANDEZ-MENDOZA**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office

AGR/Y47 (di6)  
CSC Reso SALN Form

**Certified True Copy:**  
  
**SEYMOUR R. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office



SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH  
DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS  
AND IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE

As of \_\_\_\_\_  
(Required by R.A. 6713)

Name \_\_\_\_\_  
(Surname) (First Name) (M.I.)  
Position/Income \_\_\_\_\_  
Office \_\_\_\_\_  
Address \_\_\_\_\_  
Office Address \_\_\_\_\_  
Spouse Name \_\_\_\_\_  
(Surname) (First Name) (M.I.)  
Position \_\_\_\_\_  
Office \_\_\_\_\_

Unmarried Children below 18 years of age	
Name	Date of Birth

A. ASSETS, LIABILITIES AND NETWORTH

1. ASSETS

a. Real Properties

Kind	Location	Year Acquired	Mode of Acquisition	Nature of Property	Assessed Value	Current Fair Market Value	Acquisition Cost	
							Land; Bldg., etc.	Improve- ments

Total: P \_\_\_\_\_

b. Personal and other Properties

kind	Year Acquired	Acquisition Cost

Total: P \_\_\_\_\_

2. LIABILITIES (Loans, Mortgages, etc.)

Nature	Name of Creditors	Amount

Total: P \_\_\_\_\_

NETWORTH (Total Assets (1a + 1b) Less Total Liabilities (2))	Total: P _____
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(Note: Please use additional forms/sheets if necessary.  
Also, please reproduce this form back to back)

## B. BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Do you have any business interests and other financial connections including those of your spouse and unmarried children below 18 years of age living with you in your household?

☐ Yes

☐ No

If yes, give particulars:

Name	Name of Firm/ Company	Address	Nature of Business Interest and/or Financial Connection	Date of Acquisition or Connection

## C. IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE

To the best of your knowledge, are you related within the fourth degree of consanguinity or of affinity to anyone working in the government?

☐ Yes

☐ No

If yes, give particulars:

Name	Position	Relationship	Name/Address of Office

I hereby certify to the best of my knowledge and information, that these are true statements of my assets, liabilities, networth, business interests and financial connections, including those of my spouse and unmarried children below 18 years of age and names of my relatives in the government as of \_\_\_\_\_, \_\_\_\_\_, as required by and in accordance with Republic Act 6713.

I hereby authorize the Ombudsman or his duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, networth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Spouse)

\_\_\_\_\_  
(Signature of Employee)

TIN : \_\_\_\_\_

TIN : \_\_\_\_\_

Com. Cert. No. \_\_\_\_\_

Com. Cert. No. \_\_\_\_\_

Issued at : \_\_\_\_\_

Issued at : \_\_\_\_\_

Date Issue : \_\_\_\_\_

Date Issue : \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, affiant exhibiting his/her  
RESIDENCE TAX CERTIFICATE as indicated above.

\_\_\_\_\_  
(Person Administering Oath)