

**SWORN STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH**

(As required by R.A. No. 6713)

**COMPLIANCE FOR:**

Assumption of office as of \_\_\_\_\_  Annual filing as of December 31, \_\_\_\_\_  Exit as of \_\_\_\_\_

**DECLARANT:** \_\_\_\_\_  
(Family Name) (First Name) (M.I.)

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_

**SPOUSE:** \_\_\_\_\_  
(Family Name) (First Name) (M.I.)

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:<sup>1</sup>** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_

**SPOUSES, WHO ARE BOTH PUBLIC OFFICIALS OR EMPLOYEES, MAY FILE THE SALN JOINTLY OR SEPARATELY. THE DECLARANT SHALL CHECK THE APPROPRIATE BOX**

Joint Filing  Separate Filing  Not Applicable

**IF WITH MULTIPLE MARRIAGES, INDICATE NAME(S) OF SPOUSES, OTHERWISE CHECK THE "NOT APPLICABLE" BOX.**

Not Applicable

**UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD**

NAME OF CHILD	AGE
_____	_____
_____	_____
_____	_____

**ASSETS, LIABILITIES AND NETWORTH<sup>ii</sup>**

*(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)<sup>iii</sup>*

**1. ASSETS**

**a. Real Properties**

DESCRIPTION <small>(e.g. lot, house and lot, condominium, and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE <small>(As found in the Tax Declaration of Real Property, if available)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					YEAR	MODE	

**Subtotal:** \_\_\_\_\_

**b. Personal Properties**

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

**Subtotal:** \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**2. LIABILITIES**

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_

**NET WORTH: Total Assets less Total Liabilities =** \_\_\_\_\_

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

*(of Declarant / Declarant’s spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant’s Household)*

*I/ We do not have any business interest or financial connection.*

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**RELATIVES IN THE GOVERNMENT SERVICE**

*(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso<sup>iv</sup>)*

*I/ We do not know of any relative/s in the government service)*

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her 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, net worth, 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 Declarant*

\_\_\_\_\_  
*Signature of Declarant*

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government-issued identification card.

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

<sup>i</sup> Position, Agency, and Address shall only be declared if the spouse is a public official or employee.

<sup>ii</sup> Additional sheets may be used by the declarant, if necessary.

<sup>iii</sup> Capital or paraphernal assets, and liabilities of the declarant’s spouse, and properties of children below 18 years of age and living in the declarant’s household shall be disclosed using the additional sheets provided.

<sup>iv</sup> *Balae* refers to the parent of one’s son or daughter-in-law; *Bilas* refers to a brother-in-law’s wife or sister-in-law’s husband; *Inso* refers to the appellation for the wife of an elder brother or male cousin.

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of \_\_\_\_\_  
 (Additional sheet/s for the declarant)

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** \_\_\_\_\_

**ASSETS, LIABILITIES AND NET WORTH**

**1. ASSETS**

**a. Real Properties**

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

**Subtotal:** \_\_\_\_\_

**b. Personal Properties**

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

**Subtotal:** \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**2. LIABILITIES**

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of \_\_\_\_\_

*(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)*

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** \_\_\_\_\_

**ASSETS, LIABILITIES AND NET WORTH**

**1. ASSETS**

**a. Real Properties**

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

**b. Personal Properties**

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

**2. LIABILITIES**

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

## ANNEX D

### List of Repository Agencies and Corresponding Public Officials and Employees

REPOSITORY AGENCY	PUBLIC OFFICIALS AND EMPLOYEES
National Office of the Ombudsman	<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Constitutional Officials which includes Chairpersons and Commissioners of:                             <ul style="list-style-type: none"> <li>- Commission on Audit (COA)</li> <li>- Commission on Election (COMELEC)</li> <li>- Civil Service Commission (CSC)</li> <li>- Ombudsman and his Deputies</li> </ul> </li> </ul>
Secretary of the Senate	<ul style="list-style-type: none"> <li>• Senators</li> </ul>
Secretary of the House of Representatives	<ul style="list-style-type: none"> <li>• Representatives (Congressmen/Congresswomen)</li> </ul>
Clerk of Court of the Supreme Court	<ul style="list-style-type: none"> <li>• Justices of the:                             <ul style="list-style-type: none"> <li>- Supreme Court</li> <li>- Court of Appeals</li> <li>- Sandiganbayan</li> <li>- Court of Tax Appeals</li> </ul> </li> </ul>
Court Administrator	<ul style="list-style-type: none"> <li>• Judges of the:                             <ul style="list-style-type: none"> <li>- Regional Trial Court</li> <li>- Metropolitan Trial Court</li> <li>- Municipal Trial Court in Cities</li> <li>- Municipal Trial Court</li> <li>- Municipal Circuit Trial Court</li> <li>- Shari'a District Courts</li> </ul> </li> </ul>
Office of the President	<ul style="list-style-type: none"> <li>• National executive officials, including, but not limited to the following:                             <ul style="list-style-type: none"> <li>- Members of the Cabinet</li> <li>- Undersecretaries</li> <li>- Assistant Secretaries</li> <li>- Officials in the Foreign Service</li> <li>- Heads of Government Owned or Controlled Corporations with Original Charters and their Subsidiaries</li> <li>- Heads of State Colleges and Universities</li> </ul> </li> <li>• Officers of the Armed Forces of the Philippines from the rank of Colonel or Naval Captain                             <ul style="list-style-type: none"> <li>- Colonel/ Captain</li> <li>- Brigadier General/ Commodore</li> <li>- Major General/ Rear Admiral</li> <li>- Lieutenant General/ Vice Admiral</li> <li>- General/ Admiral</li> </ul> </li> <li>• Officers of the Philippine National Police from the rank of Police Colonel (formerly Senior Superintendent):                             <ul style="list-style-type: none"> <li>- Police Brigadier General (Chief Superintendent)</li> <li>- Police Major General (Director)</li> <li>- Police Lieutenant General (Deputy Director General )</li> <li>- Police General (Director General)</li> </ul> </li> </ul>

REPOSITORY AGENCY	PUBLIC OFFICIALS AND EMPLOYEES
<p><i>Cont.</i> Office of the President</p>	<ul style="list-style-type: none"> <li>• Officers of the Bureau Jail Management and Penology, and Bureau of Fire Protection from the rank of Chief Superintendent: <ul style="list-style-type: none"> <li>- Chief Superintendent</li> <li>- Director</li> </ul> </li> </ul>
<p>Deputy Ombudsman in their respective region (Luzon, Visayas or Mindanao)</p>	<ul style="list-style-type: none"> <li>• Regional officials and employees of the following offices: <ul style="list-style-type: none"> <li>- Departments, bureaus and agencies of the National Government</li> <li>- Judiciary and Constitutional Commissions and offices</li> <li>- Government Owned and/or Controlled Corporations with and without original charter, and their subsidiaries in the regions</li> <li>- State Colleges and Universities</li> </ul> </li> <li>• Provincial elective officials elective officials and appointed officials/employees, such as: <ul style="list-style-type: none"> <li>- Governors</li> <li>- Vice-Governors</li> <li>- Sangguniang Panlalawigan Members</li> </ul> </li> <li>• City and Municipal elective officials and appointed officials/employees, such as: <ul style="list-style-type: none"> <li>- Mayors</li> <li>- Vice-Mayors</li> <li>- Sangguniang Bayan/Panlungsod Members</li> <li>- Barangay Officials</li> </ul> </li> <li>• Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain <ul style="list-style-type: none"> <li>- Lieutenant Colonel/Lieutenant Commander</li> <li>- Major/ Commander</li> <li>- Captain/ Lieutenant Senior Grade</li> <li>- 1st Lieutenant/ Lieutenant Junior Grade</li> <li>- 2nd Lieutenant/ Ensign</li> <li>- Other enlisted officers</li> </ul> </li> <li>• Officers of the Philippine National Police (PNP) below the rank of Police Colonel (Senior Superintendent) <ul style="list-style-type: none"> <li>- Police Lieutenant Colonel (Superintendent)</li> <li>- Police Major (Chief Inspector)</li> <li>- Police Captain (Senior Inspector)</li> <li>- Police Lieutenant (Inspector)</li> <li>- Other police officers (SPO4 to PO1)</li> </ul> </li> <li>• Officers of the Bureau Jail Management and Penology, and Bureau of Fire Protection below the rank of Chief Superintendent: <ul style="list-style-type: none"> <li>- Senior Superintendent</li> <li>- Superintendent</li> <li>- Chief Inspector</li> <li>- Senior Inspector</li> <li>- Inspector</li> <li>- Other Jail/Fire officers (SJO4 to JO1/SFO4 to FO1)</li> </ul> </li> </ul>

<b>REPOSITORY AGENCY</b>	<b>PUBLIC OFFICIALS AND EMPLOYEES</b>
	<ul style="list-style-type: none"> <li>• Officers of the Philippine Coast Guard (PCG) below the rank of Commodore               <ul style="list-style-type: none"> <li>- Captain</li> <li>- Commander</li> <li>- Lieutenant Commander</li> <li>- Lieutenant</li> <li>- Lieutenant Junior Grade</li> <li>- Ensign</li> </ul> </li> </ul>
Civil Service Commission	<ul style="list-style-type: none"> <li>• All other officials and employees in the central/main/national offices of the following:               <ul style="list-style-type: none"> <li>- Departments, bureaus and agencies of the National Government</li> <li>- Judiciary and Constitutional Commissions and offices</li> <li>- Government owned and/or controlled corporations with and without original charters, and their subsidiaries in the regions</li> </ul> </li> <li>• All other appointive officials and employees of the Legislature</li> <li>• All civilian personnel of the AFP</li> <li>• All other central officers (uniformed personnel) below the rank of Police Colonel (Senior Superintendent) as well as all non-uniformed personnel of the PNP.</li> <li>• All other central officers below the rank of Commodore as well as all civilian personnel of the PCG</li> <li>• All other central<sup>1</sup> officers below the rank of Colonel or Naval Captain as well as all civilian personnel of the AFP</li> </ul>

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<sup>1</sup> National headquarters

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
IBP Road, Constitution Hills, Quezon City

**REQUEST FOR COPY OF STATEMENT OF ASSETS, LIABILITIES,  
AND NET WORTH (SALN)**

<b>1. Name :</b>			
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<b>2. Address:</b>			
	<i>House No./Block No.</i>	<i>Street</i>	<i>Barangay</i>
	<i>City/Municipality</i>	<i>Province</i>	<i>Postal Code</i>
<b>3. Position Title:</b>			
<b>4. Name of Agency/School:</b>			
<b>5. Address</b>			
	<i>No. and Street</i>	<i>Barangay</i>	<i>City/Municipality</i>
<b>6. Contact Number:</b>			
<b>7. Electronic Mail Address:</b>			
<b>8. Are you the declarant or his/her authorized representative?</b>	<input type="radio"/> <b>Declarant</b>	<input type="radio"/> <b>Authorized representative</b>	<input type="radio"/> <b>Third party</b>

**9. Indicate below the details of the SALN being requested:**

	Name of Declarant	Office/Agency of Declarant	Year of SALN
1.			
2.			
3.			
4.			

**10. Indicate the purpose/s of the request:**

1.	
2.	
3.	

**11. Valid identification cards presented:**

**11.1.** If requesting on behalf of an agency/organization or school, agency/school ID is required to be presented.

Government-Issued ID		Government-Issued ID		Agency/School ID (if applicable)	
Issuing Agency		Issuing Agency		Issuing Agency	
ID Number		ID Number		ID Number	
Date Issued		Date Issued		Date Issued	
Valid Until		Valid Until		Valid Until	

**12. Additional requirements:**

**12.1. If request is for research purposes:**

- Endorsement letter from the school dean or any official of the organization concerned.

<b>Name of signatory:</b> _____
<b>Contact number:</b> _____
<b>Email address:</b> _____

**12.2. If request is made by a representative**

- Authorization letter from declarant
- Copy of valid ID of declarant

**TO BE ACCOMPLISHED BY PROCESSOR:**

<input type="radio"/> SALN/s available	<input type="radio"/> SALN/s not available
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**Recommendation:**

<input type="radio"/> Approval	<input type="radio"/> Disapproval
<b>Processed by:</b> _____	<b>REASON/S:</b> _____

**Action taken:**

<input type="radio"/> Approved	<input type="radio"/> Disapproved
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\_\_\_\_\_  
**Name, Position and Signature**

<b>Number of SALN/s</b>	
<b>Amount Paid</b>	
<b>OR Number</b>	
<b>Date</b>	

**Released by:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**  
IBP Road, Constitution Hills, Quezon City

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**UNDERTAKING OF REQUESTING PARTY**

I, \_\_\_\_\_, with address at \_\_\_\_\_ swear that the copies of the Statement of Assets, Liabilities and Net Worth (SALN) with the following details:

	<b>Name of Declarant</b>	<b>Office/Agency of Declarant</b>	<b>Year of SALN</b>
1.			
2.			
3.			
4.			

shall be used solely for the following purpose/s:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I agree to comply with the following undertakings:

1. I shall not use nor disclose the abovementioned SALN/s for purposes contrary to morals, public policy or commercial purpose/s;
2. I shall not use nor disclose the abovementioned SALN/s for extortion purposes or for any purpose that will endanger the personal safety of the official or employee, and
3. I shall not disclose the name of declarant and its contents, nor lend, show or reproduce a photocopy of the same for distribution to other individuals/groups/organizations;
4. If I violate the terms and conditions of this undertaking, I understand that an action may be filed against me and that as a consequence, the Court may assess a penalty in an amount not to exceed Twenty Five Thousand Pesos (Php 25,000.00) pursuant to Section 11(d) of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). In addition, the Civil Service Commission may separately file a legal action under applicable laws.

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Requesting Party

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Date