

2018-03-01D



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

Isidro S. Lapeña
MASTER COPY

MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

FROM : *Isidro S. Lapeña*
ISIDRO S. LAPEÑA, PhD., CSEE
Commissioner



MAR 0 5 2018

SUBJECT : FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALNW) FOR CY 2017

DATE : 01 MARCH 2018

- 1.0 This is to remind all officials and employees of the Bureau of the filing of the Statement of Assets, Liabilities and Net Worth (SALNW) for CY 2017 pursuant to R.A. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees. The SALN Form is downloadable from the Civil Service Commission website: csc.gov.ph
- 2.0 Four (4) original copies of the SALNW shall be submitted on or before March 15, 2018 to the following offices:

Receiving Office	Coverage
Human Resource Management Division	Employees under the Office of the Commissioner and Groups including ad hoc offices
Administrative Division of each Collection District	Employees of the Ports and Sub-Ports
Administrative Unit, CIIS	All CIIS employees including those who are deployed in the out ports
Personnel Office, ESS	All ESS employees including those who are deployed in the out ports

- 3.0 The HRMD and all Administrative Divisions/Units shall discharge the following duties and responsibilities:
 - 3.1 Review and evaluate whether submitted SALNs are complete, in proper form and submitted on time.

- 3.2 Issue memorandum to those (a) with incomplete data in their SALN to correct/supply the required information and return within a non-extendible period of thirty (30) days from receipt of the said memorandum and to those (b) who did not submit/file SALN as of March 15 to comply within a non-extendible period of thirty (30) days from receipt of the said memorandum.
- 3.3 Submit to the Office of the Ombudsman the following:
 - 3.3.1 Original copies of the SALNs received, together with electronic copies thereof
 - 3.3.2 List of Filers
 - 3.3.3 Certification by the head of agency/office concerned that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of the office (format attached) pursuant to Office of the Ombudsman Memorandum Circular No. 2 dated August 2, 2017.
- 4.0 The Administrative Divisions/Units shall submit to the HRMD the following documents on or before April 30, 2018:
 - 4.1 Two (2) original copies of SALN of all employees together with electronic copies thereof (the same file submitted to the Office of the Ombudsman) and proof of receipt by the Office of the Ombudsman
 - 4.2 Copy of the Certification submitted to the Office of the Ombudsman
 - 4.3 List of Filers and Non-Filers of SALN for CY 2017
- 5.0 Officials and employees who are in customs service as of December 31, 2017 but will retire on or before April 30, 2018 shall also submit SALN:
 - 5.1 As of December 31, 2017
 - 5.2 As of the date of their retirement, for retirement purposes
- 6.0 The persons/officers to administer the oath are:

Deputy Commissioner, IAG	-For District Collectors, Directors and Deputy Commissioners
Director III of each Group	-For Division Chiefs and below
District Collectors	-For Deputy Collectors, Sub-Port Collectors and below
Notary Public	
- 7.0 For guidance and strict compliance.

2018-03-010p.3



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Manila 1099

[Handwritten Signature]
MASTER COPY

CERTIFICATION

I, (name of agency/office head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of officials and employees of the (name of agency), as listed in the attached summary report of the (personnel officer/chief of administrative division/person designated).

Signature (of Agency head)
Printed Name
Position
Date

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____, affiant exhibiting his/her competent evidence of identity, to wit: _____.

Administering Officer



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City 1104

MEMORANDUM CIRCULAR NO. 2

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, ARMED FORCES OF THE PHILIPPINES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, AND ALL OTHER OFFICES CONCERNED

SUBJECT : ADDITIONAL GUIDELINES ON THE SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALNs) AND DISCLOSURES OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS TO THE OFFICE OF THE OMBUDSMAN AS REQUIRED UNDER SECTION 8 OF REPUBLIC ACT NO. 6713

Pending the full implementation of the electronic Statement of Assets, Liabilities and Net Worth (e-SALN) program, all agencies and instrumentalities of the government whose officials and employees are required to file their SALNs and Disclosures of Business Interests and Financial Connections within the periods specified under Section 8 (A) of Republic Act No. 6713, and to submit the same to the Office of the Ombudsman are hereby directed to observe the following *additional* guidelines on the submission of their SALNs and Disclosures:

- SALNS and Disclosures required to be filed on or before April 30 of every year.** – The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall receive and evaluate the SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year, to the Office of the Ombudsman Central office or its respective area or sectoral offices, as specified under Civil Service Commission Resolution No. 1500088, promulgated on 23 January 2015, to wit:

<i>Repository Office</i>	<i>Officers and Employees</i>
Office of the Ombudsman Central Office	President Vice President Constitutional Officials - Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC)

Page 2 of 4
Memorandum Circular
Additional Guidelines on Submission of SALNs

	<ul style="list-style-type: none"> - Commissioners of COA, COMELEC and CSC - Ombudsman and his/her Deputies - Officials and employees of Departments, bureaus and agencies, including Government-owned and/or controlled Corporations with and without original charter and their subsidiaries, State colleges and universities, and Local Government Units, the offices of which are located in the National Capital Region¹
<p>Office of the Deputy Ombudsman in their respective area or sectoral offices (Luzon, Visayas, Mindanao or Military and Other Law Enforcement Offices)</p>	<p>Regional officials and employees of the following offices:</p> <ul style="list-style-type: none"> - Departments, bureaus and agencies of the national government - Judiciary and Constitutional Commissions and offices - Government-owned and/or controlled corporations with and without original charter, and their subsidiaries in the regions - State colleges and universities <p>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</p> <p>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and Barangay officials</p> <p>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</p>

¹ In addition to the offices listed in CSC Resolution No. 1500088.

Page 3 of 4

Memorandum Circular**Additional Guidelines on Submission of SALNs**

	<ul style="list-style-type: none"> - Lieutenant Colonel, Major, Captain, 1st Lieutenant and 2nd Lieutenant (Army and Air Force) - Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy) - Other enlisted officers <p>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent</p> <ul style="list-style-type: none"> - Superintendent, Chief Inspector, Senior Inspector and Inspector - Other police officers <p>Officers of the Philippine Coast Guard (PCG) below the rank of Commodore</p> <ul style="list-style-type: none"> - Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign
--	--

2. **SALNs required to be filed after assumption of office or after separation from the service.** - The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall submit all original (hard) copies of the SALNs of officials and employees received after their assumption of office or after separation from the service, together with electronic copies thereof, 30 days upon receipt of such SALNs, to the Office of the Ombudsman Central office or its respective area or sectoral offices.

3. **Certification of Head of Agency/Office.** - The list of officials and employees who filed their SALNs (Nos. 1 and 2 hereof), which the Chief/Head of the Personnel/Administrative Division or Unit/HRMO is required to submit to the Office of the Ombudsman or its respective area or sectoral offices, shall be accompanied by a certification by the head of agency/office concerned that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of the office, using the following format:

Page 4 of 4
Memorandum Circular
Additional Guidelines on Submission of SALNs

CERTIFICATION

I, (name of agency head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the (name of agency), as listed in the attached summary report of the (personnel officer/chief of administrative division/person designated).

Signature (of agency head)
Printed Name
Position
Date

SUBSCRIBED AND SWORN TO before me this ____ day of ____, 20__ , affiant exhibiting his/her competent evidence of identity, to wit:

Administering Officer

- 4. **Format of SALN.** - The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive, using the file name prescribed in No. 5 hereof.
- 5. **File Name.** -The file name of the soft copy must be the same as the document title.
Example:

<i>Document</i>	<i>File Name</i>
SALN of Employee A	SALN of Employee A.pdf

- 6. **Duty of Head of Agency/Office.** - Heads of agencies/offices shall ensure the proper dissemination of this Memorandum Circular for the information of their employees and officials and the proper implementation of these additional guidelines.

All previous issuances inconsistent herewith are deemed superseded or modified accordingly.

This Memorandum Circular shall take effect after fifteen (15) calendar days following the completion of its publication in a newspaper of general circulation.

Quezon City, Philippines, 02 August 2017.

FILED WITH THE UNIVERSITY OF THE PHILIPPINES LAW CENTER ON AUGUST 11, 2017 PUBLISHED IN A NEWSPAPER MANILA TIMES ON SEPTEMBER 12, 2017
--

[Signature]
CONCHITA CARPIO MORALES
Ombudsman