



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

MASTER COPY
hmb

FOR : ALL OFFICIALS AND EMPLOYEES

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : AMENDMENT AND REMINDER ON THE SUBMISSION OF
STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH
AS OF DECEMBER 31, 2021

DATE : 04 February 2022

1.0 This is to remind all officials and employees of the Bureau of the filing of the Statements of Assets, Liabilities, and Net Worth (SALN) for CY 2022 pursuant to R.A. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees. The SALN Form may be downloaded from the Civil Service Commission website: csc.gov.ph.

2.0 In line with the above, please be guided by the following in filling out the SALN form:

- a. SALN to be submitted must be as of **DECEMBER 31, 2021**.
- b. In case declarant spouses are both in the government service/ **joint filling**, all real and personal properties shall be declared including their respective paraphernal and capital properties, original signature of the spouse must be affixed in all copies as required.
- c. If the declarant's **spouse is not in the government service**, or if the declarant is **unmarried**, the declarant shall tick off the box marked as **"Not applicable."**
- d. The **declarant shall cause his/her spouse to sign** the SALN regardless of employment status of his/her spouse. **In case the spouse cannot sign the SALN**, one must submit an explanation to such.
- e. If the declarant was single during the preceding year and got married at the year of the filing, the status of the declarant should still be "single" since the SALN Form refers to the preceding year. Hence, his/her properties shall still be declared as his own, and not community property or the property regime agreed upon at the time of marriage.
- f. **Mortgaged properties** are already under the name of the declarant. Hence, the mortgaged properties shall be declared either under real or personal properties. **The acquisition cost to be declared shall be the actual purchase price.** However, the **declarant should declare the**

A Modernized and Credible Customs Administration That is Among the World's Best

South Harbor, Gate 3, Port Area, Manila 1099

8527-4537, 8527-1935 | www.customs.gov.ph | bcc.cares@customs.gov.ph

IA G Memo No. DG-2022



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

IA G Memo No. 06-2022 p.2

MASTER COPY
mm

outstanding balance of the mortgage loan as of December 31 of the preceding year under Liabilities.

- g. **Inherited properties** are transferred to the heirs by operation of law. Hence, **even without a transfer of the property under the name of the declarant, the latter shall declare his/her share in the inherited properties as his/her assets. For the acquisition cost, the declarant shall state zero (0). For real properties inherited, the declarant is required to provide the assessed value and current fair market value found in the tax declaration of the real properties concerned.**

3.0 **Six (6)** original copies of the SALN must be prepared by all, **five (5)** of which must be submitted on or before **March 15, 2022** to the following offices:

- 1 – HR 201 File Copy
- 1 – HR Conso File
- 1 – Group / Port Admin Copy
- 1 – CSC / OMB / OP
- 1 – DOF Copy
- 1 – Receiving Copy (Employee’s Personal Copy)

RECEIVING OFFICE	SCOPE
Human Resource Management Division	Employees under the Office of the Commissioner and Internal Administration Group including Ad hoc offices (ITDD & External Affairs) * Hard and soft copies must be consolidated and submitted per Division
Administrative Unit of each Group	Employees under AOCG, RCMG, MISTG, PCAG, IG, EG *Including Ad hoc offices and those who are deployed at the Ports (BATAS, XIP, AMO, PMO, EPCD)
Administrative Division of each Collection District	Employees of the Ports and Sub-Ports

4.0 Relative thereto, the **HRMD and all Administrative Divisions/Units** must have a **Review and Compliance Committee (RCC)** which shall:

- a. Receive the SALN;
- b. Evaluate if the same has been accomplished properly with correct computations of assets and liability values;
- c. Monitor if the SALN is submitted on time; and
- d. Prepare a list of employees who:
 - (1) Filed their SALNs with complete data;
 - (2) Filed their SALNs but with incomplete data; and
 - (3) Those who did not file their SALNs



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

IAG Memo No. DG-2022P-3

MASTER COPY

5.0 The **Administrative Divisions/Units of Groups/Collection Districts** shall submit to the **HRMD** the following documents on or before **April 15, 2022**:

- 5.1 **Three (3) original copies of SALN** of all employees;
- 5.2 Electronic copies of SALNs (same copy submitted to OMB) which may be consolidated in a flash drive or can be electronically submitted to hrmd@customs.gov.ph attention to Records Section;
- 5.3 Proof of receipt by the Office of the Ombudsman;
- 5.4 Copy of the Certification submitted to the Office of the Ombudsman; and
- 5.5 List of Filers and Non-Filers of SALN for CY 2022.

6.0 Further, the **Administrative Units of EG, IG and MISTG** shall submit **four (4) original copies of SALN** of their respective employees to the **HRMD**, including those who are deployed in the ports on or before **April 15, 2022**;

7.0 Officials and employees who are in the service as of December 31, 2021 but will retire on or before April 30, 2022 shall also submit SALN:

- As of December 31, 2021
- As of the date of their retirement, for retirement purposes

8.0 The persons/officers to administer the oath are:

- a. Deputy Commissioner, IAG - For District Collectors, Directors and Deputy Commissioners
- b. Director III of each Group - For Division Chiefs and below
- c. District Collectors - For Deputy Collectors, Sub-Port Collectors and below
- d. Notary Public

8.0 For guidance and strict compliance.