


2019_03-011



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : District Collectors
All Administrative Divisions/Units

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

SUBJECT : Bulletin No. 1 on the Filing of Statement of Assets, Liabilities, and Net Worth (SALN) for CY 2018

DATE : February 27, 2019

- 1.0 In Memorandum dated January 18, 2019 on the Filing of Statement of Assets, Liabilities, and Net Worth (SALN) for CY 2018, the duties and responsibilities of the Human Resource Management Division and all Administrative Divisions/Units were stated.
- 2.0 Number 3.2 of the aforementioned Memorandum specifies the issuance of memorandum to those (a) with incomplete data in their SALN to correct/supply the required information and return within a non-extendible period of fifteen (15) days from receipt of the said memorandum, but not later than the deadline for submission and to those (b) who did not submit/file SALN as of March 15 to comply within a non-extendible period of fifteen (15) days from receipt of the said memorandum, with explanation/justification why they did not meet the deadline.
- 3.0 Please include in your memorandum a reminder that failure to file SALN or misdeclaration in filing such is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense pursuant to the Revised Rules on Administrative Cases in the Civil Service.
- 4.0 Furthermore, number 4.0 of abovementioned Memorandum states the list of documents to be submitted by the Administrative Divisions/Units of all Collection Districts to the HRMD on or before April 15, 2019.
- 5.0 All Administrative Divisions/Units are hereby directed to include **a copy of the memorandum issued to late and non-filers of SALN and the explanation/justification submitted by those employees** in the list of documents to be submitted to the HRMD on or before April 15, 2019. This is to ensure that employees were reminded of their non-compliance to the submission of SALN.
- 6.0 For guidance and strict compliance.