



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

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**MEMORANDUM**

**TO :** ALL OFFICIALS AND EMPLOYEES

**FROM :** **REY LEONARDO B. GUERRERO**  
Commissioner

JAN 24 2019



**SUBJECT :** Filing of Statement of Assets, Liabilities, and Net Worth (SALN) for CY 2018

**DATE :** January 18, 2019

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- 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 (SALN) for CY 2018 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](http://csc.gov.ph).
- 2.0 Four (4) original copies of the SALN shall be submitted on or before **March 15, 2019** 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 outports
Personnel Office, ESS	All ESS employees including those who are deployed in the outports



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- 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 fifteen (15) 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 fifteen (15) days from receipt of the said memorandum.
  - 3.3 Submit to the Office of the Ombudsman (for Administrative Divisions of all Collection Districts) and the Civil Service Commission (for HRMD for employees under the Office of the Commissioner and Groups including ad hoc offices) the following:
    - 3.3.1 One (1) original copy of the SALNs received from each employee, 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 of all Collection Districts shall submit to the HRMD the following documents on or before **April 15, 2019**:
- 4.1 Three (3) 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 2018



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5.0 Administrative Unit, CIIS and Personnel Office, ESS shall submit to the HRMD four (4) original copies of SALN all CIIS employees and ESS employees, respectively, including those who are deployed in the out ports on or before March 30, 2019:

6.0 Officials and employees who are in customs service as of December 31, 2018 but will retire on or before April 30, 2019 shall also submit SALN:

6.1 As of December 31, 2018

6.2 As of the date of their retirement, for retirement purposes

7.0 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

8.0 For guidance and strict compliance.