

Republic of the Philippines DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS OFFICE OF THE SECRETARY

Manila

March 23, 2015

CIRCULAR NO Series of 2015)
FOR / TO :	Undersecretaries Assistant Secreta Regional Director Service Directors Bureau Directors Project Directors	ries

District Engineers
UPMOs Directors
Others Concerned
This Department

DEPARTMENT MEMORANDUM

For information and guidance, attached is a copy of Civil Service Commission (CSC) Memorandum Circular No. 03 dated February 17, 2015, signed by Acting Chairman Robert S. Martinez, with the Subject: "Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets and Liabilities and Net Worth [SALN] Form)."

A copy of the said memorandum circular may also be downloaded from the DPWH website: http://dpwhweb. If an office cannot access the said DPWH website, a hard copy may be obtained from the Records Management Division (RMD), Human Resource and Administrative Service (HRAS), upon request.

For dissemination to all concerned.

B. ELIZABETH E. YAP, CESO III
OIC, Office of Assistant Secretary for Support Services

Encl: CSC Memorandum Circular No. 03, s2015

Cc: Office of the Secretary

4.3.4 VPC/RMB



MC No. 03, s. 2015

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;

DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; AND STATE

COLLEGES AND UNIVERSITIES

SUBJECT: Amendment to CSC Memorandum Circular No. 2, s.

2013 (Revised Statement of Assets, Liabilities and Net

Worth [SALN] Form)

Pursuant to CSC Resolution No. 13-00173 dated January 24, 2013, the Commission adopted the revised form of the Statement of Assets, Liabilities and Net Worth (SALN) for year 2012 and onwards and prescribed the corresponding Guidelines in Filling Out the SALN Form.

Under the present structure of the Philippine government, there are certain agencies, offices or corporations that are not identified under Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees. This circumstance brought confusion among agencies, offices as well as public officers and employees as to where their SALNs should be filed or transmitted. Thus, the Commission recognized the need to clarify the proper agencies or offices where particular public officers and employees should file their respective SALNs.

Furthermore, there is also the need to clarify the required disclosure of real property with regard to its location in keeping with the true mandate of public disclosure and transparency.

Thus, the Commission promulgated CSC Resolution No. 1500088 dated January 23, 2015 which adopted the attached Revised SALN Form and the following amendments in the Guidelines in the Filling Out of the SALN Form Beginning CY 2012 (CSC MC No. 10, s. 2013) and CSC Resolution No. 060231 dated February 1, 2006 (CSC MC No. 10, s. 2006):

- "1. Paragraph B(2)(e) of the Guidelines in the Filling Out of the SALN Form beginning 2012 (Guidelines) is hereby amended to read as follows:
 - "e. Declaration of real properties shall include its description, kind, <u>exact location</u>, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon.
- "2. Section 5 of CSC Resolution No. 060231 dated February 1, 2006 in relation to paragraph B(7) Review and Compliance Committee of the Guidelines is hereby amended to read as follows:

"Section 5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

"The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:

REPOSITORY AGENCY	OFFICERS AND EMPLOYEES			
National Office of the Ombudsman	President Vice President Constitutional Officials - Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC) - Commissioners of COA, COMELEC and CSC - Ombudsman and his Deputies			
Secretary of the Senate	Senators			
Secretary of the House of Representatives	Representatives (Congressmen/Congresswomen)			
Clerk of Court of the Supreme Court	Justices of the Supreme Court, Court of Appeals, Sandiganbayan and Court of Tax Appeals			
Court Administrator	Judges of the Regional Trial Court, Metropolitan Trial Court,			

	Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court, and Shari'a District Courts
Office of the President	National executive officials, including, but not limited to the following: - Members of the Cabinet; - Undersecretaries; - Assistant Secretaries; - Officials in the Foreign Service and; - Heads of government owned or controlled corporations with original charters and their subsidiaries and - Heads of state colleges and universities
	Officers of the Armed Forces of the Philippines from the rank of Colonel or Naval Captain - Colonel, Brigadier General, Major General, Lieutenant General and General (Army and Air Force) - Captain, Commodore, Rear Admiral, Vice Admiral and Admiral (Navy)
	Officers of the Philippine National Police from the rank of Senior Superintendent - Chief Superintendent, Director, Deputy Director General and Director General
	Officers of the Philippine Coast Guard from the rank of Commodore - Commodore, Rear Admiral, Vice Admiral and Admiral
Deputy Ombudsman in their respective region (Luzon,	

Visayas or Mindanao)

- 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

Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members

City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan / Panlungsod Members and Barangay Officials

Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain

- 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

Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent

- Superintendent, Chief Inspector, Senior Inspector and Inspector
- Other police officers

Officers of the Philippine Coast

	Guard (PCG) below the rank of Commodore - Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign
Civil Service Commission	All other officials and employees in the central/main/national offices of the following: - Departments, bureaus and agencies of the National Government - Judiciary and Constitutional Commissions and offices - Government owned and/or controlled corporations with and without original charters, and their subsidiaries in the regions
	All other appointive officials and employees of the Legislature All civilian personnel of the AFP All other central officers (uniformed personnel) below the rank of Senior Superintendent as well as all non-uniformed personnel of the PNP
	All other central officers below the rank of Commodore as well as all civilian personnel of the PCG

The foregoing amendments shall be prospective in application and shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

Public officials and employees who have filed or will file their SALNs in compliance with CSC Resolution No. 1300173 dated January 24, 2013 (CSC Memorandum Circular No. 2, s. 2013) prior to the effectivity date of these amendments shall be considered to have substantially complied with the filing of the SALNs for the year 2014. However, public officials and employees who will file their SALNs after the effectivity date of these amendments are mandated to strictly comply with the disclosure of exact location and the use of the attached Revised SALN Form.

Quezon City.

Acting Chairman

February 17, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of_	
_	(Required by R.A. 6713)

Note: Hus	band and wife who a	re both public official	equired by R.A ls and employe	ees may file the requ	uired stater	nents join	tly or separately.
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SPOUSE:		(Distance)	(M.I.)	POSITION: AGENCY/OFFICE:		× .	
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