



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

JAN 20 2022

MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
This Department

SUBJECT : Filing of Statement of Assets, Liabilities and Networth (SALN), Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service

As required under R.A. Nos. 3019 and 6713, it is hereby reminded that all public officials and employees of this Department shall file in four (4) copies and under oath, their respective **STATEMENT OF ASSETS AND LIABILITIES AND NETWORTH (SALN), DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS, AND IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE**. An authorized notary public shall administer the oath of SALN.

Relative thereto, attached is a copy of CSC Memorandum Circular No. 03, s. 2015, adopting a revised form in the filling out of the Statement of Assets, Liabilities and Networth for year 2012 and onwards. Concerned appointed or designated Administrative Officers shall carefully review and evaluate annual SALNs and see to it that complete and correct data as required have been duly provided. ***Failure of an official or employee to submit his/her correct SALN shall be a ground for disciplinary action and will disqualify him/her from the grant of PBB.*** The revised SALN form can be downloaded thru the DPWH Intranet.

Please submit your respective SALN to the following offices:

LEVEL OF OFFICIALS/EMPLOYEES	OFFICES
1. Undersecretaries and Assistant Secretaries	Office of the President
2. Officials and Employees in Regional Offices and District Engineering Offices	Deputy Ombudsman concerned
3. Officials and Employees in Central Office	Civil Service Commission

To enable the Human Resource Management Division (HRMD), Human Resource and Administrative Service, to review and consolidate by office the Statements of Assets and Liabilities and Network (SALNs) before forwarding to the office concerned on or before the prescribed deadline, the SALNs and lists of individual filers, joint filers and non-filers (see attached formats) must be submitted to the HRMD, HRAS, together with **electronic copy** to be sent via (capistrano-garcia.magielyn@dpwh.gov.ph/guarin.zedfrey@dwph.gov.ph) on or before **March 15, 2022**.

The provisions of Department Order No. 29, s. 2005, regarding the submission of Income Tax Returns (ITRs) as attachment to the SALNs are hereby reiterated.

For this Office to comply to the requests from various offices, the following officials (including OICs) shall also submit a copy of their respective SALNs to the HRMD, HRAS, on or before **March 15, 2022**:

1. Regional Directors
2. Assistant Regional Directors
3. Regional Division Chiefs
4. District Engineers
5. Assistant District Engineers

For strict compliance.



ROGER G. MERCADO
Acting Secretary

10.1.1 MRCG/ZFF/MSV

Department of Public Works and Highways
Office of the Secretary



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