



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

097.7 DPWH

01.13.2023

JAN 12 2023

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 Networth (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 email to lacerna.joanne@dpwh.gov.ph and guarin.zedfrey@dpwh.gov.ph on or before **March 15, 2023**.

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, 2023**:

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

For strict compliance.


MANUEL M. BONOAN
Secretary

10.1.1 JVL/RAG/ZFF/VGV

Department of Public Works and Highways
Office of the Secretary



WIN3L11927



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

	<i>Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court, and Shari'a District Courts</i>
<i>Office of the President</i>	<p><i>National executive officials, including, but not limited to the following:</i></p> <ul style="list-style-type: none"> - <i>Members of the Cabinet;</i> - <i>Undersecretaries;</i> - <i>Assistant Secretaries;</i> - <i>Officials in the Foreign Service and;</i> - <i>Heads of government owned or controlled corporations with original charters and their subsidiaries and</i> - <i>Heads of state colleges and universities</i> <p><i>Officers of the Armed Forces of the Philippines from the rank of Colonel or Naval Captain</i></p> <ul style="list-style-type: none"> - <i>Colonel, Brigadier General, Major General, Lieutenant General and General (Army and Air Force)</i> - <i>Captain, Commodore, Rear Admiral, Vice Admiral and Admiral (Navy)</i> <p><i>Officers of the Philippine National Police from the rank of Senior Superintendent</i></p> <ul style="list-style-type: none"> - <i>Chief Superintendent, Director, Deputy Director General and Director General</i> <p><i>Officers of the Philippine Coast Guard from the rank of Commodore</i></p> <ul style="list-style-type: none"> - <i>Commodore, Rear Admiral, Vice Admiral and Admiral</i>
<i>Deputy Ombudsman in their respective region (Luzon,</i>	<i>Regional officials and employees of the following offices:</i>

<p><i>Visayas or Mindanao)</i></p>	<ul style="list-style-type: none"> - <i>Departments, bureaus and agencies of the National Government</i> - <i>Judiciary and Constitutional Commissions and offices</i> - <i>Government owned and/or controlled corporations with and without original charter, and their subsidiaries in the regions</i> - <i>State colleges and universities</i> <p><i>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</i></p> <p><i>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan / Panlungsod Members and Barangay Officials</i></p> <p><i>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</i></p> <ul style="list-style-type: none"> - <i>Lieutenant Colonel, Major, Captain, 1st Lieutenant and 2nd Lieutenant (Army and Air Force)</i> - <i>Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy)</i> - <i>Other enlisted officers</i> <p><i>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent</i></p> <ul style="list-style-type: none"> - <i>Superintendent, Chief Inspector, Senior Inspector and Inspector</i> - <i>Other police officers</i> <p><i>Officers of the Philippine Coast</i></p>
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	<p><i>Guard (PCG) below the rank of Commodore</i></p> <ul style="list-style-type: none"> - Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign
<i>Civil Service Commission</i>	<p><i>All other officials and employees in the central/main/national offices of the following:</i></p> <ul style="list-style-type: none"> - 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 <p><i>All other appointive officials and employees of the Legislature</i></p> <p><i>All civilian personnel of the AFP</i></p> <p><i>All other central officers (uniformed personnel) below the rank of Senior Superintendent as well as all non-uniformed personnel of the PNP</i></p> <p><i>All other central officers below the rank of Commodore as well as all civilian personnel of the PCG</i></p>

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.


ROBERT S. MARTINEZ
Acting Chairman

February 17, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:

(Family Name) (First Name) (M.I.)

ADDRESS:

SPOUSE:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g., lot, house, land, etc.)	ADDRESS	OWNERSHIP (e.g., sole, joint, etc.)	ACQUIRED DATE	ACQUIRED VALUE	PRESENT VALUE	ANNUAL INCOME

Subtotal: _____

b. Personal Properties*

DESCRIPTION	ACQUIRED DATE	ACQUIRED VALUE

Subtotal : _____

2. LIABILITIES*

LIABILITY	AMOUNT	CURRENT BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/ We do not have any business interest or financial connection.

NAME OF BUSINESS/ FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST	DATE OF TERMINATION OF INTEREST	DATE OF ACQUISITION OF INTEREST

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	DATE OF ACQUISITION OF INTEREST	DATE OF TERMINATION OF INTEREST	DATE OF ACQUISITION OF INTEREST

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)

(Signature of Co-Declarant/Spouse)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

Government Issued ID: _____
ID No.: _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Sample additional sheet/s for the declarant)

NAME: _____ POSITION: _____
 (Family Name) (First Name) (M.I.) AGENCY/OFFICE: _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (Lot, lot number, and lot subdivision and improvements)	LAND (Lot, lot number, and lot subdivision and improvements)	PLACE (Location)	ASSIGNED VALUE (Indicate the value of the asset, if any)	ACQUISITION (Date)	ACQUISITION (Date)	ACQUISITION (Date)

Subtotal: _____

b. Personal Properties

DESCRIPTION	ACQUISITION (Date)

Subtotal: _____

TOTAL ASSETS (a+b): _____

2. LIABILITIES

NAME	AMOUNT OF LIABILITIES	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF PERSON OR ENTITY	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Sample additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: _____ POSITION: _____
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: _____

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

PROPERTY TYPE	LOCATION	ACQUIRED	DATE ACQUIRED	VALUE	DEED	REGISTERED	REMARKS

b. Personal Properties

DESCRIPTION	DATE ACQUIRED	ACQUISITION DOCUMENT

2. LIABILITIES

NATURE	NAME OF CREDITOR	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	ADDRESS AND TELEPHONE NO.	DATE OF ACQUISITION OF INTEREST OR CONNECTION

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Bonifacio Drive, Port Area, Manila

Summary List of Filers

Summary of Assets, Liabilities and Networth

Calendar Year December 31, 2022

I. Summary List of Filers

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middle Initial			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Total Number of Filers:

Total Number of Personnel Complement:

Prepared by:

Noted by:

Person In-Charge of SALN_____
Head of Office

Date:_____

Date:_____



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

List of Joint Filers in submission of SALN FY 2022

Bureau/Attached Agency Unit	Total Number of Employees Covered by R.A. 6713	Number of Employees Filed SALN	Percentage of compliance	Name	Position	Salary Grade	REMARKS
				Employees who submitted duly accomplished SALN			
				1			Spouse Name:
							Agency:
							Salary Grade:
							Position:
				2			Spouse Name:
							Agency:
							Salary Grade:
							Position:
				3			Spouse Name:
							Agency:
							Salary Grade:
							Position:
				4			Spouse Name:
							Agency:
							Salary Grade:
							Position:

Prepared by:

Noted by:

Person In-Charge of SALN

Head of Office

Date: _____

Date: _____

DPWH LIST OF NON-FILERS OF 2022 Statement of Assets, Liabilities and Networth (SALN)

	OFFICE	NAME	POSITION	SG	Reason for Not Filing	Action Taken by DPWH (memo, etc.)
1						
2						
3						
4						
6						

Prepared by:

Person In-Charge of SALN

Date: _____

Noted by:

Head of Office

Date: _____