

MEMORANDUM FROM THE OFFICE OF THE REGIONAL DIRECTOR

TO : ALL OFFICIALS AND EMPLOYEES
This Office

**SUBJECT : Filing of Sworn Statement of Assets, Liabilities and Net Worth (SALN)
for CY 2022**

DATE : January 30, 2023

In compliance to **Republic Act No. 6713**, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, all DSWD officials and employees are required to file, under oath, their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, of every year thereafter.

Relative to this, attached herewith is the sample SALN form (Revised SALN Form as of January 2015), as provided under CSC Memorandum Circular No. 3, series of 2015. An editable SALN form and sample accomplished SALN form are downloadable from the CSC website <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/193-statement-of-assets,-liabilities,-and-net-worth-saln-form-for-the-year-2012-and-onwards.html>.

In addition, SALN must be accomplished in three (3) copies, all originally signed, and swear before the officer authorized to administer oath. Everyone is therefore enjoined to properly and accurately accomplish their SALN. For joint filers, please ensure that both spouses shall affix their corresponding signatories.

Deadline for submission to FO IX-Personnel Administration Section (PAS) will be on **February 28, 2023**, to give ample time for the Review and Compliance Committee, for review and consolidation prior to the submission to CSC, Office of the Ombudsman and Central Office.

Failure to file the SALN on said deadline is subject to the following penalties: *Suspension of one (1) month and one (1) day to six (6) months for first offence; and dismissal from the service for the second offence, respectively.*

For strict compliance.

RIDUAN P. HADJIMUDDIN, CESO IV

For the Regional Director:


MARIA CORAZON G. SUMICAD
OIC-Assistant Regional Director for Administration