

**MEMORANDUM FROM THE OFFICE OF THE REGIONAL DIRECTOR**

**TO : ALL DSWD OFFICIALS AND EMPLOYEES  
(Regular, Contractual and Casual)**

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

**DATE : January 20, 2025**

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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.

SALN must be accomplished in two (2) copies, all originally signed, and swear before the officer authorized to administer oath. For joint fillers, please ensure that both spouses shall affix their corresponding signatories.

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 editale SALN form and sample accomplished SALN form are downloadable from the CSC website <https://csc.gov.ph/downloads/category/224-statement-of-assets-liabilities-and-net-worth-saln-form>.

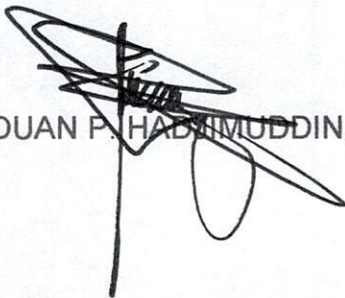
Deadline for submission to FO IX-Personnel Administration Section (PAS) will be on **February 28, 2024**, to give ample time for the Review and Compliance Committee, for review and consolidation prior to the submission to CSC, Office of the Ombudsman and Central Office.





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 offense, respectively.

For strict compliance.

  
RIDUAN P. HADIMUDDIN, CESO III  
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