



R02-2025-01-23-049



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION 02

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<http://region2.dilg.gov.ph>

**REGIONAL ORDER
NUMBER**

: 2025 - 43

SUBJECT

: **SUBMISSION OF SWORN STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) FOR CY 2024
(AS OF DECEMBER 31, 2024) AND COMPOSITION OF
SALN REVIEW AND COMPLIANCE COMMITTEE**

DATE

: JANUARY 22, 2025

Section 8 of Republic Act No. 6713, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees", states:

"Section 8. Statement and Disclosure. Public Officials and employees have an obligation to accomplish and submit declaration under oath of, and the public has the right to know, the assets, liabilities, net worth and financial and business interest including those of their spouses and unmarried children under eighteen (18) years of age living in their households."

Pursuant to the above-mentioned issuance, you are enjoined to observe the following timelines in the submission of SALN for CY 2024:

Concerned Official/Personnel	Deadline Of Submission	No. Of Originally Signed Copies (to include personal file)	Paper Size
DILG R2 Officials (RD/ARD/PDs)	March 07, 2025	5	Legal Size
DILG R2 Personnel	March 28, 2025	5	Legal Size

Further, you are enjoined to observe the following:

1. The currently prescribed form is the one revised as of January 2015 as per CSC Resolution No. 1500088 promulgated on January 23, 2015;
2. "December 31, 2024" or "End of December 2024" should be indicated in the first page, upper portion of the form;

3. If the Declarant and spouse are both working in the Government, the box "Joint Filing" must be ticked with a check mark. A Declarant, who is "single" or whose spouse is working in the private sector, shall tick with a check mark the "Not Applicable" box;
4. Declarants, who are married must indicate the name of their spouse in the space provided in the form;
5. Information that are not applicable should be supplied with N/A. "Nothing follows" is not acceptable;
6. The exact location must be indicated in the Real Properties column, i.e. house number and street, pursuant to the revised SALN Form as of January 2015;
7. Assessed the Current Fair Market Value, whether owned or mortgaged, should be indicated in the Real Property Assets;
8. Declarant's children who are 18 years old and above should not be included in the list even if they are still living and receiving financial support from the Declarant;
9. Name of spouse working in the government should not be included in the "Relatives in the Government Service" since it is already reflected in the "Spouse" section;
10. Both spouses should sign. Whether in the government or private sector. If signature cannot be acquired from the spouse, an explanation should be attached or indicated in the space provided for the signature of spouse; and
11. Consult the Frequently Asked Questions (FAQs) on the SALN released by the Civil Service Commission (CSC). (copy of FAQs attached)

Failure to submit SALN within the given period shall be a ground for disciplinary action punishable under *Section 50 (D)(8), Rule X of 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), CSC Resolution No. 1701077 dated July 3, 2017*, with the following penalties:

- *First Offense – Suspension for one (1) month and (1) day to six (6) months*
- *Second Offense – Dismissal from the service*

Also, the following shall compose the DILG R2 Review and Compliance Committee generally to collate and evaluate SALN forms and perform the following functions:

Chairperson : ARD Elpidio A. Durwin, CESO IV

Vice Chairperson : PD Engr. Corazon D. Toribio, CESO V

Members : CAO Ive B. Saludez
Atty. Sherick L. Saquing
HRMO III Maria Luisa C. Dy

Duties and Responsibilities:

1. Establish procedures for the review of the submitted Statement of Assets, Liabilities and Net Worth (SALN) of employees, except for 3rd level officials;
2. Ensure that filers must attach and submit required document; and
3. Take necessary action in accordance with CSC laws, rules and regulation on officials and employees who failed to file their SALN.

Secretariat : ADA IV Almira B. Pascual

Duties and Responsibilities:

- Provide the necessary administrative support services to the Regional Review and Compliance Committee;
- Consolidate duly reviewed SALN and submit same to appropriate offices or agencies before deadline; and
- Prepare Report of Compliance.

Moreover, all submitted SALN from Provincial Offices are expected to be reviewed by a Provincial SALN Review and Compliance Committee preferably composed of the following:

Chairperson	:	Provincial Director
Vice Chairperson	:	Program Manager
Members	:	Section Chiefs

Said committee has the following duties and responsibilities:

- Establish procedures for the review of the submitted Statement of Assets, Liabilities and Net Worth (SALN) of employees prior to submission to Regional Office;
- Ensure that filers must attach and submit required documents;
- Take necessary action in accordance with CSC laws, rules and regulations on officials and employees who failed to file their SALN;
- Ensure that proper SALN form is used by all employees and officials;
- Submit signed Summary List of Filers and submit the excel file to FAD-Personnel and Human Resource Management Section upon submission of SALN to this level.

Forms and references relative to the filing of SALN may be downloaded thru the link: https://bit.ly/SALN_forms.

For strict compliance.

(sgd.)

AGNES A. DE LEON, CESO IV
Regional Director

FAD/PHRM/IBS/GTM/MCD/abp
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