



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Quality Management System for Adjudication of Pension Claims
ISO 9001:2008 Certified



Certificate Number: AJA13/16840

September 28, 2018

MEMORANDUM TO:

All Officials and Employees
Office

SUBJECT: GUIDELINES IN THE ACCOMPLISHMENT, REVIEW AND COMPLIANCE PROCEDURES RELATIVE TO THE SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FORM FOR CY 2018

In compliance with RA 6713, CSC Resolution No. 1500088 and CSC Memorandum Circular No. 03-2015, all PVAO officials and employees are required to submit the 2018 SALN in accordance with the following general guidelines:

1. The prescribed SALN Form for CY2018 must be used as the official form for the purpose. Notice to submit SALN Forms will be released by the Human Resource Development Division (HRDD) on 01 February 2019.
2. Filling out of the form may be handwritten, computerized or typewritten, provided the signature of the declarant is original. The declarant is required to write legibly if he/she chooses to fill up the form by handwriting.
3. Items not applicable to the filer shall be marked as N/A (Not Applicable). No unnecessary markings shall be made on the forms.
4. In case of joint filing by declarant spouses who are both in the government service, all real and personal properties shall be declared including respective paraphernal and capital properties, if there are any. After filling out the form, the spouses may reproduce the SALN Form as the number of copies is required, but their signatures should be original in the SALN Form to be submitted to their respective agencies.
5. If the declarant's spouse is not in the government service, or if the declarant is unmarried, the declarant shall tick off the box marked as "Not Applicable" on the top portion of the SALN referring to joint or separate filing of the SALN Form.
6. If the spouse of the government employee is not a public officer or employee, the declarant shall still cause him/her to sign the SALN.
7. If the declarant was single during the preceding year and got married at the year of the filing of the SALN, the status of the declarant would still be single since the SALN Form refers to the preceding year. Hence, his/her properties shall still be declared as his/her own, and not community property or the property regime agreed upon at the time of marriage.
8. Spouses who are separated in fact or legally separated are still considered husband and wife, hence, the declarant's spouse is still required to sign the SALN Form. If the said spouse refuses to sign the declarant's SALN, the declarant simply needs to attach an explanation why no signature of spouse is present in the SALN.

Serbisyo sa Beterano, Serbisyo sa Bayan

Veterans Compound, Camp General Emilio Aguinaldo, Quezon City
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9. The declarant shall provide information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.
10. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.
11. All Division Chiefs/ Heads of Offices are directed to endorse to the HRDD, the duly accomplished SALN Forms for 2018 of employees under their respective divisions (*alphabetized*) on or before March 29, 2019.
12. Non compliance on individual submission of SALNs constitutes violation of reasonable office rules and regulations.

REVIEW AND COMPLIANCE PROCEDURES

1. The HRDD staff receives SALN submissions from divisions/units.
2. Upon initial review and checking, inadequately filled out SALN forms will be returned to the employee for correction.
3. The Review and Compliance Committee shall thoroughly review all SALNs submitted by employees in accordance with the aforementioned guidelines and other stipulations cited in the latest CSC rules on SALN submissions.
4. Review of all submitted SALNs must be completed by the Review and Compliance Committee not later than 06 May 2019.
5. On or before 10 May 2019, an alphabetical list of employees must be submitted for the following categories of filers:
 - b.1 Filed the SALNs with complete data;
 - b.2 Filed their SALNs, but with incomplete data;
 - b.3 Did not file their SALNs.
6. A memorandum containing the list of filers shall be submitted to the Head of Agency, copy furnished the Civil Service Commission, on or before 15 May 2019 using the prescribed Summary List of Filers of the SALN
7. A certification accompanying the Summary List of Filers shall also be prepared not later than 13 May 2019
8. On or before 28 June 2019, hard copies and electronic copies of the duly accomplished SALNs with a certification of complete/full submission of SALNs must be submitted to the Chief, Central Records Division of the Office of the Ombudsman, Agham Road, North Triangle, Quezon City and to the Civil Service Commission.

This memorandum takes effect immediately.

FOR THE ADMINISTRATOR:



ASEC RAUL Z. CABALLES

Deputy Administrator