

**From:** Robles, Delia D. <ddrobles@pagibigfund.gov.ph>  
**Sent:** Friday, December 20, 2019 7:25 PM  
**To:** Permanent Employee of the Fund <hdmf\_pr\_ees@pagibigfund.gov.ph>; Pafela Officer <PafelaOfficer@pagibigfund.gov.ph>  
**Subject:** HR Bulletin No. 2019-095: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF 31 DECEMBER 2019

Good evening!

In compliance with Civil Service Commission (CSC) Memorandum Circular No. 03, series of 2015, dated 17 February 2015, please be reminded that all Fund employees are required to submit three (3) copies of their respective Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2019 **not later than Friday, 31 January 2020.**

Kindly submit the accomplished forms to the following:

Corporate Headquarters/ Home Lending Operations	Mr. Chrisanto A. Canoza PSRAD, HRDD	For submission to the Civil Service Commission by 30 June 2020
NCR/Regional Branches	Respective Cash and Administrative Services Divisions, Technical Administrative Support	For submission to the Office of the Ombudsman by 30 May 2020

Likewise, please be guided by the following information:

1. All SALN Forms must be submitted in triplicate copies using 8.5"x 13" paper. All copies must exactly have the same entries/information and all signatures must be original.
2. No unnecessary markings and erasures shall be made on the Form. Write N/A for not applicable portions in the Form. Do not leave any entry blank.
3. All Heads shall see to it that all employees under his/her office will submit the SALN, including those who are on leave from work (study leave, vacation leave, sick leave, maternity leave, solo parent leave, 10-day leave under RA 9262 and under Suspension).
4. Employees who filed their SALN jointly with their spouses and who submitted the forms to their spouses' respective agencies must still provide the Fund triplicate copies of the said document.
5. If the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN. In case of non-compliance with the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.

6. The secretaries of departments/groups at the Corporate Headquarters and NCR Home Lending Operations shall be designated as unit representatives tasked to collate all accomplished SALN Forms. These shall be properly transmitted together with a summary of listings of the personnel, to be certified by the department/group heads concerned.
7. Filing of SALN is mandatory under Section 8 of Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees." Failure to comply with the submission of the SALN is punishable under Section 46 of the Revised Rules on Administrative Order in the Civil Service (RRACCS) with the following penalties:

First Offense	:	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	:	Dismissal from Service

For reference, kindly see attached guidelines in filling out of the SALN form. Any queries and concerns on the above requirements may be coursed through the following:

- Ms. Ma. Theresa C. Nicolas  
Division Chief III, PSRAD  
Avaya No. 5019  
Email Address: [mcnicolas@pagibigfund.gov.ph](mailto:mcnicolas@pagibigfund.gov.ph)
- Mr. Chrisanto A. Canoja  
Records Officer IV  
Avaya No. 5020  
Email Address: [cacanoza@pagibigfund.gov.ph](mailto:cacanoza@pagibigfund.gov.ph)

Thank you,

Delle