

## Guidelines in the Use of the

# *Revised Statement of Assets, Liabilities and Net Worth Form*

**T**he Civil Service Commission (CSC) implements the constitutional and statutory provisions on public disclosure, including the rule which requires state employees and officials to file annually their Statement of Assets, Liabilities and Net Worth (SALN). In 2011, the CSC has drawn up the Revised SALN Form. The salient points of the revised SALN follows. It must be pointed out that the new requirements in the Revised SALN form are actually requirements under Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act).

1. For husband and wife who are both in the civil service, it is important to indicate if the filing is done jointly or separately.
2. The name of unmarried children below eighteen (18) years of age still living in the household should also be indicated.
3. The SALN should state true and complete declaration of assets, liabilities and net worth including disclosure of business interests and financial connections of the declarant.
4. On ASSETS. Assets including those within or outside of the Philippines, whether real or personal, should be declared as well as description of real properties as to the kind, nature, exact location, acquisition mode and year, assessed value, fair market value, acquisition cost of land and/or building, including improvements made.

Assets whether tangible (i.e. cash on hand, cars, appliances, jewelry, mobile phones) or intangible such as stocks, bond certificates, and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent at the exchange rate prevailing as of 31 December of the preceding calendar year.

5. On LIABILITIES. Nature of liability and name of creditors should be indicated. The declarant must disclose the outstanding balance as of 31 December of the preceding calendar year.
6. Disclosure of ALL sources of gross income. For both single and joint filing, declarant must disclose all sources of income whether derived from practice of profession, business, and the like for the preceding calendar year.
7. Declaring of Personal and Family Expenses. A new feature of the revised SALN form is the disclosure of the estimated amount of the declarant's personal and family expenses. In case of joint filing, the declarant and his/her spouse shall declare the estimated amount of their personal and family expenses for the preceding calendar year.

**AMOUNT OF PERSONAL AND FAMILY EXPENSES**  
(For the preceding calendar year)

Personal Expenses	Estimated Amount	Family Expenses	Estimated Amount
Food allowance	(P200x365) P73,000.00	Home mortgage	P150,000.00
Clothing allowance	P25,000.00	Annual electricity bill	P24,000.00
Travel allowance	(P100x365) P36,500.00	Annual water bill	P6,000.00
Toiletries	P25,000.00	Tuition and allowances	P150,000.00
Mobile plan	(P500x12mos.) P6,000.00	Internet and cable services	P12,000.00
		Food	P75,000.00
		Groceries (laundry soap, toiletries, etc.)	P60,000.00
		Family Recreation	P20,000.00
<b>TOTAL</b>	<b>P165,000.00</b>		<b>P497,000.00</b>

*(use additional sheet/s, if necessary)*

8. Declaration of income taxes paid. For single or joint filing, the amount of income taxes paid as of December 31 of the preceding calendar year should be disclosed.
9. Disclosure of business interest and financial connections. The declarant (including his/her spouse, if married, and unmarried children below eighteen years (18) years of age living in the declarant's household) shall declare existing interest or connection in any business enterprise or entity, aside from income in government.  
  
Disclosure should indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.
10. Disclosure of the declarant's relatives in government service. The declarant shall divulge relatives in government within the 4th civil degree of relationship either by consanguinity or affinity. Relationship, relative's position in the government, as well as the office name and address must be indicated.
11. Ticking of boxes and marking with N/A. Declarant is strictly required to fill in/ provide all applicable information. Boxes must be ticked in case items are not applicable to declarant or specific areas may be marked N/A (Not Applicable).
12. Sanctions. Under Section 52 (B) (8), Rule IV of the Uniform Rules on Administrative Cases in the Civil Service, failure of an official or employee to submit his/her SALN is punishable by suspension for one (1) to six (6) months for the first offense, and dismissal from service for the second offense.

**RESOLUTION NO. 1100902\***

**WHEREAS**, Section 17, Article XI of the 1987 Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, the requirement of filing a SALN is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Section 7 of Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act), which require the filer to submit "*a true, detailed and sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amounts of his personal and family expenses and the amount of income taxes paid for the next preceding calendar year*";

**WHEREAS**, in CSC Resolution No. 10-0266 dated February 16, 2010, the Commission resolved that the Baseline Declaration Form and Annual Declaration Form shall no longer be used since the latter is not compliant with the requirement on annual detailed SALN;

**WHEREAS**, the Civil Service Commission, as the central human resource institution of the government, in its effort to properly effectuate the constitutional and statutory provisions on public disclosure and to establish a standard review and compliance procedure to be observed by all public officers and employees in the filing and submission of their SALN, has proposed a Revised SALN Form that will comply with the required filing of annual detailed SALN;

**WHEREAS**, the Commission unanimously approved the Revised SALN Form to be used in the filing and submission of SALN for the year 2011 and onwards;

**WHEREAS**, the Commission enjoins all public officers and employees to use the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2011, the deadline for filing of which is on April 30, 2012;

**WHEREFORE**, the Commission **RESOLVES** to adopt the attached Guidelines in the Use of the Revised Statement of Assets, Liabilities and Net Worth Form\* for the Year 2011 and onwards;

**RESOLVED FURTHER**, that this Guidelines shall be prospective in application and shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, July 8, 2011.

(Sgd.) **FRANCISCO T. DUQUE III**  
Chairman

(Sgd.) **MARY ANN Z. FERNANDEZ-MENDOZA**  
Commissioner

(Sgd.) **RASOL L. MITMUG**  
Commissioner

Attested by:

(Sgd.) **DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

*\*CSC Resolution No. 1100902 was published on August 6, 2011 in the Philippine Star.*

## **Guidelines in the Use of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form**

### **I. Objectives**

1. To enjoin all public officers and employees to declare and submit annual true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interest, financial connections, relatives in the government service, amount and sources of income, amount of personal and family expenses, and amount of income taxes paid for the preceding calendar year.
2. To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed; and
3. To allow the declarant and his/her spouse, who is also employed in the government, to choose whether to file their SALN jointly or separately.

### **II. Scope**

All officials and employees of national and local governments, including state universities and colleges, and government-owned and controlled corporations with original charter shall be covered by this guidelines.

### **III. Definition of Terms**

1. **AFFINITY** — refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband (**Sibal, Philippine Legal Encyclopedia, 1986 Edition, page 65 and page 30, respectively**).
2. **ASSESSED VALUE** — is the fair market value of the real properly multiplied by the assessment level.
3. **ASSETS** — refer to declarant's real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.

4. **BALAE** — refers to the parents and parents-in-law relationship (term of reference); a parent of one's son or daughter-in-law.
5. **BILAS** — refers to a brother-in-law's wife or sister-in-law's husband.
6. **BUSINESS INTERESTS** — refers to declarant's other sources of income or existing interest in any business enterprise or entity, aside from his/her income from government, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
7. **COMMUNITY PROPERTY** — Unless otherwise provided by law or in the marriage settlements, the community property shall consist of all the property owned by the spouses at the time of the celebration of the marriage or acquired (**Article 91 of the Family Code of the Philippines**).
8. **CONJUGAL PROPERTY** — All property acquired during the marriage, whether the acquisition appears to have been made, contracted or registered in the name of one or both spouses, is presumed to be conjugal unless the contrary is proved (**Article 116 of the Family Code of the Philippines**).
9. **CONSANGUINITY** — is defined as relationship by blood from the same stock or common ancestor (**Sibal, Philippines Legal Encyclopedia, 1986 Edition, page 65 and 30, respectively**).
10. **ESTIMATED AMOUNT** — refers to the projected amount of personal and family expenses.
11. **FAIR MARKET VALUE** — is the highest price a property can command if put up for sale in an open market. It shall be based on the tax declaration.
12. **FAMILY EXPENSES** — refer to the amount of family expenses incurred by the declarant for the preceding calendar year.
13. **FINANCIAL CONNECTIONS** — refer to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
14. **GROSS INCOME** — refers to all income derived from whatever source (**Section 32 of the National Internal Revenue Code**).
15. **INCOME TAXES** — refer to all taxes paid for the preceding calendar year, whether derived from employment or business.
16. **INSO** — refers to the appellation for the wife of an elder brother or male cousin.
17. **LIABILITY** — refers to financial liability or anything that can result to a transfer or disposal of an asset through personal loans or otherwise obtained from banks, financial institutions, GSIS, PAG-IBIG and the like. It includes not only those incurred by the declarant but also those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
18. **NATURE OF BUSINESS INTEREST AND/OR FINANCIAL CONNECTION** — refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant and the like.
19. **NATURE OF LIABILITY** — refers to the type of loan obtained such as personal, multi-purpose, salary, calamity loan and the like.
20. **NET WORTH** — is the sum of all assets (real, personal and other assets) less total liabilities.
21. **OTHER ASSETS** — refer to investments or intangible assets, such as cash on hand or in bank, negotiable instruments, securities, stocks, bonds, and the like.
22. **OUTSTANDING BALANCE** — refers to the amount of money that one still owes on the loan as of December 31 of the preceding calendar year.
23. **PARAPHERNAL PROPERTY** — All property brought by the wife to the marriage, as well as all property she acquires during the marriage, in accordance with article 148 of the Civil Code of the Philippines, is paraphernal (**Article 135 of the Civil Code of the Philippines**).

24. **PERSONAL EXPENSES** — refer to the amount of personal expenses incurred by the declarant for the preceding calendar year.
25. **PERSONAL PROPERTY** — includes jewelry, appliances, furniture, motor vehicle and other tangible properties.
26. **REAL PROPERTY** — (a) as to **KIND**, includes residential, commercial, agricultural, industrial, etc.: (b) as to **NATURE**, includes paraphernal, conjugal, absolute community.
27. **RELATIVES IN THE GOVERNMENT** — include declarant’s relatives up to the fourth civil degree of relationship, either by consanguinity or affinity, including *bilas*, *inso* and *balae*.
28. **SOURCES OF INCOME** — refer to all sources of declarant’s income, whether derived from practice of profession, business, and the like, for the preceding calendar year.
29. **TANGIBLE PROPERTY** — refers to anything which can be touched, and includes both real property and personal property (or moveable property).
30. **INTANGIBLE PROPERTY** — refers to property that has no intrinsic value, but is merely the representative or evidence of value, such as stock certificates, bond certificates, promissory notes, copyrights, franchises and the like.

IV. **Guidelines in Accomplishing the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form**

A. **Contents of the Statement of Assets, Liabilities and Net Worth (SALN)**

1. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including disclosure of business interests, financial connections of the declarant, his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It shall also contain a disclosure of the declarant’s relatives in the government service, amount and sources of gross income, amount of personal and family expenses, and amount of income taxes paid as of December 31 of the preceding calendar year.

2. Assets include those within or outside the Philippines, whether real or personal, tangible or intangible, whether or not used in trade or business.
3. Real properties shall be accompanied by a description of its kind, nature exact location, acquisition mode and year, assessed value, fair market value, acquisition cost of land, building, etc. including improvement thereon.
4. For computation purposes of real properties, acquisition cost shall be used.
5. Personal properties and other assets are categorized into tangible and intangible and shall include acquisition mode and year, and acquisition cost.
6. Excluded from computation of real and personal properties are the properties of unmarried children below 18 years of age living in the declarant’s household, as well as the paraphernal/exclusive properties of declarant’s spouse, in case of separate filing.
7. Assets, such as cash on hand in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of December 31 of the preceding calendar year.
8. Under liabilities, nature of liability and name of creditors shall be indicated.
9. All existing liabilities, secured or unsecured, whether or not incurred in trade or business, shall disclose the outstanding balance as of December 31 of the preceding calendar year.
10. The declarant’s total net worth, and that of his/her spouse, in case of joint filing, shall be the difference between the total assets (real and personal properties) and the total liabilities.
11. In case of joint filing, the declarant and his/her spouse shall declare the amounts and all sources of their gross income,

whether derived from practice of profession, business, and the like, for the preceding calendar year.

12. In case of joint filing, the declarant and his/her spouse shall declare the estimated amounts of their personal and family expenses, for the preceding calendar year.
13. In case of joint filing, the declarant and his/her spouse shall declare all the taxes paid for the preceding calendar year, whether taxes imposed on income or business.
14. The declarant, including his/her spouse and unmarried children below eighteen (18) years of age living in declarant's household, shall declare their existing or connection in any business enterprise or entity, aside from income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.
15. In case there are no existing business interests and financial connections in any business enterprise or entity, declarant shall tick the box provided for.
16. In case of joint filing, the declarant and his/her spouse shall disclose their relatives in the government within the fourth civil degree of relationship, either by consanguinity or affinity. They shall also state their relationship with the relative, relative's position in the government, as well as the office name and address.
17. In case the declarant and his/her spouse, for joint filing, do not know of any relative/s in the government, they shall tick the box provided for.
18. In case of joint filing, the declarant and his/her spouse shall sign in the spaces provided for just below the certification.
19. In case of separate filing, only the declarant shall sign in the space provided for, while the declarant's spouse shall sign in the space below.

## B. Review and Compliance Committee

1. Pursuant to **Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolution No. 06-0231 dated February 1, 2006** on the establishment of a standard review and compliance procedure for the review of SALN, a Review and Compliance Committee composed of two (2) Members and a Chairman, shall evaluate the SALN Form submitted to determine whether it was submitted on time, accomplished completely and proper in form.
2. Declarant is strictly required to fill in/provide all applicable information.
3. Items not applicable to the declarant should be marked N/A (Not Applicable).
4. Additional sheets may be used, if necessary.
5. Attach all supporting documents, *when required*.
6. No unnecessary markings shall be made on the form.

## C. Sanction

Failure of an official or employee to submit his/her SALN is punishable under **Section 52 (B) (8), Rule IV of the Uniform Rules on Administrative Cases in the Civil Service**, with the following penalties:

- 1<sup>st</sup> Offense - Suspension for one (1) month and one (1) day to six (6) months
- 2<sup>nd</sup> Offense - Dismissal from the service

