

DRN: \_\_\_\_\_

**MEMORANDUM**

**FOR : ALL OFFICIALS, PERMANENT, CONTRACTUAL AND CASUAL EMPLOYEES**  
DSWD-NCR

**FROM : THE REGIONAL DIRECTOR**  
DSWD-NCR

**SUBJECT : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FOR CY 2022**

**DATE : 05 JANUARY 2023**

This has reference to the submission of Statement of Assets, Liabilities and Net Worth (SALN) as stated in the Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) which requires the declarant to "*to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;*"

Relative to this, with the full implementation of the web-based electronic filing system for Statement of Assets, Liabilities, and Net Worth (e-SALN) of government officials and employees, please submit **four (4)** copies of duly completed SALN to Personnel Administration Section on or before **January 31, 2023** for onward submission of all original copies of the SALN along with the corresponding electronic/scanned copies to the Office of the Ombudsman.

Please be informed that the copies of SALN should be printed **double sided** in a **Legal Size** paper. Attached in this memorandum is a copy of the SALN for your reference.

Given the foregoing, failure to submit the duly completed SALN within the prescribed timeline may constitute a violation of the office rules and regulations, and may result in appropriate Human Resource action.

Should there be further queries, you may reach Ms. Catherine A. Vicente of Personnel Administration Section at telephone numbers (02) 8310-07-25 or (02) 8733-00-10 Loc. 211.

For your information and strict compliance.

  
**MONINA JOSEFINA H. ROMUALDEZ**DSWD-NCR  
**RECORDS MANAGEMENT SECTION**Received by: \_\_\_\_\_  
Date/Time: \_\_\_\_\_ 10:10:13

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
(Required by R.A. 6713)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing      ☐ Separate Filing      ☐ Not Applicable

**DECLARANT:**

(Family Name)      (First Name)      (M.I.)

**POSITION:**

**AGENCY/OFFICE:**

**OFFICE ADDRESS:**

**ADDRESS:**

**SPOUSE:**

(Family Name)      (First Name)      (M.I.)

**POSITION:**

**AGENCY/OFFICE:**

**OFFICE ADDRESS:**

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

### ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

**1. ASSETS**

**a. Real Properties\***

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

**Subtotal:** \_\_\_\_\_

**b. Personal Properties\***

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

**Subtotal :** \_\_\_\_\_

**TOTAL ASSETS (a+b):** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.



**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_**NET WORTH : Total Assets less Total Liabilities =** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS***(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)*☐ I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**RELATIVES IN THE GOVERNMENT SERVICE***(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)*☐ I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Signature of Declarant)*
Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_
\_\_\_\_\_  
*(Signature of Co-Declarant/ Spouse)*
Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

\_\_\_\_\_  
*(Person Administering Oath)*



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Compose

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Labels

BP PS FUNDING

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LANDBANK

MBA

WFP

## SUBMISSION OF STATEMETN OF ASSETS LIABILITIES AND NETWORTH SALN FOR CY 2022

External

Inbox x

**Records Section FO-NCR** <records.foncr@dswd.gov.ph>

Tue, Jan 10, 10:41AM

to Accounting, Administrative, ADVISORY, ANTI-RED, ARDA, ARDO, ARRS, BAC, BUD, CASH, Cash, CBSS, CBSS, CBU, CGU, CHIEF, CHIEF, CHIEF, CHIEF, CHIEF, CHIEF, CIS-OFF, CIS-ON, CIS-ON, COA, comprehensiveprogram2018@gmail.com, Et

Good day Ma'am/Sir

Please see attached document for information and reference.

Please acknowledge upon receipt.

Thank you!

**Christine F. Consulta**  
Administrative Assistant I

Records & Archives Management Section-General Administrative Services Division  
The Department of Social Welfare and Development - National Capital Region  
389 San Rafael Street corner Legarda street Sampaloc, Metro Manila  
8733-00-10 local 115

**CLIENT SATISFACTION MEASUREMENT**<https://docs.google.com/forms/d/15p9-CnGXn2X6PMvsY31GewjGtM-qmouRFhbsjYVRF9Q>**OR SCAN:**



**RESOLUTION NO. RCC-2023-01-01**

**RESOLUTION IN THE FILING AND SUBMISSION OF STATEMENT  
OF ASSETS, LIABILITIES AND NETWORTH (SALN) AS OF  
DECEMBER 31, 2022 OF DSWD-NCR EMPLOYEES**

WHEREAS, the Department of Social Welfare and Development (DSWD)-NCR has formally adopted the SALN Referendum No. 2022 – 01 or *“Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) as of December 31 of every year and their disclosure”*;

WHEREAS, the SALN Review and Compliance Committee convened on June 09, 2023 to conduct the final review and evaluate the SALN forwarded by Personnel Administration Section (PAS) if the same has been submitted on time, complete and in proper form;

WHEREAS, the SALN Secretariat presented the final list of employees covered by RA 6713 also known as *“An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-honored Principle of Public Office being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations thereof and for Other Purposes,”* who filed and did not file their SALN within the prescribed timeline of submission which was on January 31, 2023. It was further extended until February 28, 2023 through an official memorandum dated February 15, 2023 to allow sufficient time for concerned employees to comply with the requirement;

WHEREAS, as of December 31, 2022 the total warm bodies of Field Office – NCR is One Thousand Three Hundred Sixty-one (1,361) who are covered by the RA 6713 and are required to submit their accomplished SALN for CY 2022 as per the Section 17, Article XI of the 1987 Philippine Constitution;

WHEREAS, following the consolidation of the SALN Secretariat, out of the One Thousand Three Hundred Sixty-one (1,361) FO-NCR staff, the final list of filers for the SALN included are the One Thousand Three Hundred Fifty-nine (1,359) permanent, contractual, and casual personnel as of June 09, 2023 (attached is the Annex A);

WHEREAS, a total of two (2) separated contractual staff namely, Mr. Arnold Gumangan (dropped from the roll) and Ms. Ria Coquilla (resigned), both Project Development Officers II of Field Office – NCR did not file their respective SALN for CY 2022. Despite several efforts by the PAS by all means of communication and efforts, still there were no response from either or both of them.

WHEREAS, upon deliberation of the SALN Field Office Review and Compliance Committee, it is hereby agreed that despite of the non-submission of the two (2) staff, DSWD-NCR will submit all the filed SALN within the prescribed timeline to the Office of the Ombudsman.

NOW THEREFORE, it is hereby RESOLVED through this Resolution to submit the SALN of FO-NCR to the Office of the Ombudsman on June 15, 2023.

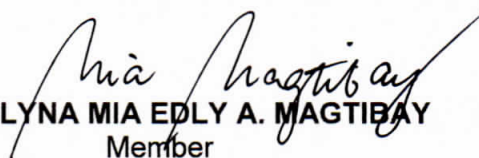
So approved this 9<sup>th</sup> day of June 2023.



**KHARL T. AMAN**  
Chief Administrative Officer  
Chairperson, SALN Review and Compliance Committee

(On Leave)

**TERESITA L. VALENTINO**  
Member  
SALN Review and Compliance Committee



**SAHLYNA MIA EDLY A. MAGTIBAY**  
Member  
SALN Review and Compliance Committee

ATML/CS