

DRN: NCR-FO-HRMDD-PAS-A-COMM-25-01-01210-S**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 2024

DATE : 16 JANUARY 2025

This has reference to the submission of Statement of Assets, Liabilities and Net Worth (SALN) as stated in the Section 8 of the Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) which requires the declarant 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, 2025** for onward submission of all original copies of the SALN along with the corresponding electronic/scanned copies to 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 SALN for your reference.

Given the forgoing, 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.

You may also access the **SALN format** through the QR code found in this document.

For any inquiry and clarification, you may reach/coordinate with **Ms. Mary Grace M. Mahusay** of the Personnel Administration Section at telephone numbers (02) 8310-07-25 or (02) 8733-00-10 Loc. 211.

For your information and strict compliance.

MICHAEL JOSEPH J. LORICO


BEG/TWT/ROM/mgmm

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SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2023
(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:	DELA CRUZ,	JUAN	M.	POSITION:	Administrative Aide IV
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	DSWD – NCR, Field Office
ADDRESS:	#1234	Brgy. Mabuhay		OFFICE ADDRESS:	389 San Rafael St., cor. Legarda
	Manila City				Manila
SPOUSE:	DELA CRUZ,	JUANA	S.	POSITION:	N/A
	(Family Name)	(First Name)	(M.I.)	AGENCY/OFFICE:	N/A
				OFFICE ADDRESS:	N/A

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

NAME	DATE OF BIRTH	AGE
Baby Girl Dela Cruz	January 01, 2021	4 years Old
N/A	N/A	N/A

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

Subtotal: N/A

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Cash in Bank	2024	55,000.00
Furnitures and Fixtures	Various years	80,000.00
Jewelries	Various years	40,000.00
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

Subtotal : Php 175,000.00

TOTAL ASSETS (a+b): Php 175,000.00

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
GFAL II	GSIS	100,000.00
GSIS-MPL	GSIS	20,000.00
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
TOTAL LIABILITIES:		120,000.00

NET WORTH : Total Assets less Total Liabilities = Php 55,000.00

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
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

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
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

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: January 20, 2025

PLEASE SIGN
(Signature of Declarant)

Government Issued ID: DSWD – NCR
ID No.: 13-0000
Date Issued: January 03, 2023

PLEASE SIGN
(Signature of Co-Declarant/ Spouse)

Government Issued ID: TIN ID
ID No.: 123-456-789
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)