



OM No. 05, s. 2009

OFFICE MEMORANDUM

TO : ALL CSC OFFICIALS

SUBJECT : Filing of Statements of Assets, Liabilities and Net Worth for the Year Ending December 31, 2008

The Commission reminds all Central Office, Regional Office and Field Office Heads/Directors on the implementation of MC No. 2, s. of 2008.

The following guidelines are hereby provided relative to the filing of SALN as of December 31, 2008:

1. On the Use of the Baseline Declaration Form (BD)

- a. Employees who filed their SALN as of December 31, 2007 using the 1994 SALN Form shall file their SALN using the BD prescribed under MC No. 2, s. 2008;
- b. Employees who entered the government service in 2008 shall file their SALN as of December 31, 2008 using the BD; and
- c. New entrants shall use the BD in filing their SALN as of the first day of government service. The same shall be submitted within 30 days after assumption into office;

2. On the Use of the Annual Declaration Form (AD)

- a. Employees who used the BD in filing their SALN as of December 31, 2007 shall file an AD for acquisitions and disposals of assets, incurrence and retirement of liabilities, creation and termination of business interests and financial connections, and/or entry/exit of relatives from the government service in CY 2008; and
- b. An employee who has nothing to declare because there have been no changes to his assets, liabilities, business interests, financial connections, and relatives in government since his/her last BD submission shall still file using the AD but shall accomplish Sections A, B and G only.

For SALN as of December 31, 2008 (using either BD or AD as prescribed above), the deadline for submission shall be on or before April 30, 2009.

Both the BD and AD can be accessed through www.csc.gov.ph together with the instructions on how they should be accomplished.

Please be guided accordingly.



RICARDO L. SALUDO
Chairman

27 January 2009