



Republic of the Philippines  
Department of Education  
Region X - Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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Deped-MALAYBALAY CITY DIVISION

**RELEASED**

Date: MAR 07 2016 Time: 1:10  
By: [Signature]

**DIVISION ADVISORY**

**TO:** Chief Education Program Supervisor & Staff, Curriculum Implementation Division  
Chief Education Program Supervisor & Staff, Schools Governance & Operations Division  
Public Schools District Supervisors/District OIC's  
Elementary and Secondary School Heads  
Section/Unit Heads and Staff  
All Others Concerned  
This Division

**FROM:** *[Signature]*  
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent *[Signature]*

**DATE:** March 2, 2016

**SUBJECT: Dissemination of CSC – Memorandum Circular 04, s. 2016 “Prescribed Form and Deadline for Filing of 2015 SALN”**

1. For the information and guidance of all concerned, this Office hereby disseminates the herein Memorandum Circular 04, s. 2016 issued on January 29, 2016 by the Civil Service Commission pursuant to Republic Act No. 6713 regarding the filing of all Government Officials and Employees of their Statements of Assets, Liabilities, and Net Worth (SALNs) for 2015 on or before April 30, 2016.
2. For widest dissemination.

Encl:

As stated

Copy Furnished:

Records Unit  
Personnel Unit

**TO BE POSTED ON THE WEBSITE**



MC No. 04, s. 2016

**MEMORANDUM CIRCULAR**

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Prescribed Form and Deadline for Filing of 2015 SALN**

All government officials and employees are reminded to file their Statements of Assets, Liabilities and Net Worth (SALNs) for 2015 on or before April 30, 2016 pursuant to Republic Act No. 6713.

Further, all government officials and employees are advised to use the SALN Form, Revised as of 2015 pursuant to CSC Resolution No. 1500088, promulgated on January 23, 2015. Said form is downloadable from the CSC website: [csc.gov.ph](http://csc.gov.ph)

Please be guided accordingly.

  
**ALICIA dela ROSA-BALA**  
Chairperson

29 JAN 2016

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*

# 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.)

**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPOUSE:** \_\_\_\_\_  
 (Family Name)      (First Name)      (M.I.)

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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


**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)*

\_\_\_\_\_  
*(Signature of Co-Declarant/ Spouse)*

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

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)*