



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 09 2022

MEMORANDUM

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND
NET WORTH (SALN)**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All Others Concerned

1. Attached is a Memorandum from Atty. Roderick B. Tagnia, Department Head of City Human Resources Management Department dated February 4, 2022, on the above captioned title.
2. All city paid employees shall submit 2(two) copies of duly accomplished and notarized Statement of Assets, Liabilities and Net Worth (SALN) to Mrs. Noemi A. Valdez on or before April 10, 2022.
3. Form can be downloaded from www.csc.gov.ph.
4. For immediate, wide dissemination and compliance of this memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

SUBMISSION EMPLOYEES

MMP/NAV/DM – SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

_____/ FEBRUARY 8, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

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Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



SDO-CITY OF MUNTINLUPA
Received _____
Date 2-7-22
Time 3:45PM

MEMORANDUM

TO : ALL CITY OFFICIALS, BARANGAY OFFICIALS, AND REGULAR EMPLOYEES

FROM : Atty. RODERICK B. TAGNIA
Department Head - City Human Resources Management Department

DATE : 04 February 2022

SUBJECT : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

Pursuant to the provisions of Rule VIII of the Implementing Rules of the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713), all are mandated to submit your duly accomplished and notarized Statement of Assets, Liabilities, and Net Worth (SALN) for CY 2020 using the prescribed form revised as of January 23, 2015, which can be downloaded from www.csc.gov.ph, not later than April 15, 2022.

Two (2) copies must be submitted to the City Human Resources Management Department (CHRMD).

In filling out the SALN form, the following should be observed:

1. The SALN as of **December 31, 2021** must be indicated at the heading of the form;
2. Husband and wife who are both public officials and/or employees may file the required statements **JOINTLY** or **SEPARATELY**. If single, or if the spouse is not a government employee, the declarant shall tick off the box marked as "Not Applicable";
3. For Real Properties, please indicate the Assessed Value and/or Current Fair Market Value, and the Mode of Acquisition which may be by Construction, Purchase, Donation, and/or Inheritance;
4. For Personal Properties, this includes cash on hand/in bank, vehicles, appliances, furniture and fixtures, clothing, jewelry, computers, books, cellphones, and other devices and/or gadgets;
5. The proper page must be indicated properly in the form, e.g. Page 1 of 2, Page 2 of 2;



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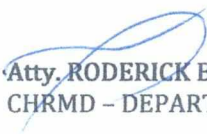
Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



6. The signature of the spouse is required even if the filing of the statement is "Not Applicable". If the spouse is unable to sign, please attach a written explanation to the SALN;
7. Indicate relatives in the government within the fourth degree of consanguinity or affinity, includes parents, parent-in-law, brothers, sisters, brothers/sisters-in law, children, children- in law, nephews/nieces and their spouses, and first cousins and their spouses, if applicable;
8. Please indicate the date on the space provided when the SALN is signed.

For your information, guidance, and strict compliance.

Thank you.


Atty. RODERICK B. TAGNIA
CHRM - DEPARTMENT HEAD II

NOTED BY:


ENGR. ALLAN A. CACHUELA
City Administrator

cc: Atty. JAIME R. FRESNEDI, City Mayor

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:	_____
ADDRESS:	_____	AGENCY/OFFICE:	_____
	_____	OFFICE ADDRESS:	_____

SPOUSE:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	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 (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	

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)_____
(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)