



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

Office of the Schools
Division Superintendent


JAN 14 2026

MEMORANDUM

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR
CALENDAR YEAR 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. Attached is Memorandum No. 2026-002 from Atty. Genesi M. Santiago, Department Head of City Human Resources Management dated January 7, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please be guided using the prescribed forms and which may be downloaded on website (www.csc.gov.ph) provided under CSC Resolution No. 2500632, promulgated on 25 June 2025 namely:
 - a. 2025 SALN Form (Annex A), including additional sheet/s, if necessary;
 - b. 2025 SALN Form AS-1 (Declarant) (Annex B); and
 - c. 2025 SALN Form AS-2 (Spouse and Children) (Annex C)
3. All duly notarized two (2) original copies of **Statement, Assets, Liabilities, and Net Worth (SALN)** shall be submitted not later than **April 10, 2026** to the City Human Resources Management Department.
4. For strict compliance and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CALENDAR YEAR 2025
006 / January 13, 2026

UN-2026-006



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006



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



MEMORANDUM NO. 2026 - 002

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

FROM : **ATTY. GENESI M. SANTIAGO**
Department Head - City Human Resources Management Department

DATE : 07 January 2026

SUBJECT : **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) for Calendar Year 2025**

Pursuant to Rule VIII of the Implementing Rules and Regulations of the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713), all officials and employees are hereby mandated to submit their duly accomplished and notarized **Statement of Assets, Liabilities, and Net Worth (SALN) for Calendar Year 2025** using the prescribed forms, as provided under CSC Resolution No. 2500632, promulgated on 25 June 2025, namely:

- a. 2025 SALN Form (Annex A), *including additional sheet/s, if necessary;*
- b. 2025 SALN Form AS-1 (Declarant) (Annex B); and
- c. 2025 SALN Form AS-2 (Spouse and Children) (Annex C),

Which may be downloaded from the Civil Service Commission website (www.csc.gov.ph).

Submission shall be made not later than 10 April 2026.

Two (2) original 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 declarant shall tick the box "*Compliance for Annual Filing as of December 31, 2025*" as indicated in the heading of the SALN Form.
2. In case the declarant is single, married but whose spouse is not in the government service, widowed, divorced under the Code of Muslim Personal Laws of the Philippines, and those whose marriages were legally annulled or declared a nullity under the FCP, the declarant shall mark the box labeled "*Not Applicable.*"; (*Section 10*)
3. The declaration of a real property shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, and acquisition cost or expenses incurred, as the case may be.; (*Section 18*)
4. Personal property refers to jewelry, appliances, furniture, motor vehicles, and other tangible/movable properties of value. This shall also include investments or other assets, such as cash on hand or in the bank, negotiable instruments, securities, stocks, bonds, and the like.; (*Section 30*)



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City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



5. The term "relatives in the government government" refers to the declarant declarant's relatives up to the fourth civil degree of relationship, either by consanguinity or affinity, including *bilas, inso, and balae*, (Section 64)
6. To prevent unauthorized insertion or removal of any page, each page shall be numbered as "Page 1 of [total pages], pages," Page 2 of [total pages], and so on.; (Section 70)
7. The spouse of a public official or employee, who is not in government service, shall not be required to sign the SALN of said public official or employee.; (Section 72)
8. The accomplished form may be handwritten, computerized, or typewritten, provided the signature of the declarant is **ORIGINAL**. The declarant is required to write legibly if he/she chooses to accomplish the form by handwriting. (Section 80)
9. Please indicate the date on the space provided when the SALN is signed.

For your information, guidance, and strict compliance.

Thank you.


ATTY. GENESI M. SANTIAGO
Department Head - City Human Resources Management Department

NOTED BY:


ENGR. ALLAN A. CACHUELA
City Administrator

cc: **HON. ROZZANO RUFINO B. BIAZON**
City Mayor

CENTRAL RECORDS OFFICE
RECEIVED
BY: ROAN MORALES 
DATE: 1/8/2025 TIME: 1:43

SWORN STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH

(As required by R.A. No. 6713)

COMPLIANCE FOR:

Assumption of office as of _____ Annual filing as of December 31, _____ Exit as of _____

DECLARANT: _____
 (Family Name) (First Name) (M.I.)

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

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

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

SPOUSES, WHO ARE BOTH PUBLIC OFFICIALS OR EMPLOYEES, MAY FILE THE SALN JOINTLY OR SEPARATELY. THE DECLARANT SHALL CHECK THE APPROPRIATE BOX

Joint Filing Separate Filing Not Applicable

IF WITH MULTIPLE MARRIAGES, INDICATE NAME(S) OF SPOUSES, OTHERWISE CHECK THE "NOT APPLICABLE" BOX.

Not Applicable

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

NAME OF CHILD	AGE
_____	_____
_____	_____
_____	_____

ASSETS, LIABILITIES AND NETWORTHⁱⁱ

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

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, if available)		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

Subtotal: _____

TOTAL ASSETS: _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH: Total Assets less Total Liabilities = _____

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^{iv})

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 Declarant

Government Issued ID: _____

Government Issued ID: _____

ID No.: _____

ID No.: _____

Date Issued: _____

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)

ⁱ Position, Agency, and Address shall only be declared if the spouse is a public official or employee.

ⁱⁱ Additional sheets may be used by the declarant, if necessary.

ⁱⁱⁱ Capital or paraphernal assets, and liabilities of the declarant's spouse, and properties of children below 18 years of age and living in the declarant's household shall be disclosed using the additional sheets provided.

^{iv} *Balae* refers to the parent of one's son or daughter-in-law; *Bilas* refers to a brother-in-law's wife or sister-in-law's husband; *Inso* refers to the appellation for the wife of an elder brother or male cousin.

STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

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	

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

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

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Additional sheet/s for the declarant)

NAME: _____ **POSITION:** _____
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** _____

ASSETS, LIABILITIES AND NET WORTH

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	ACQUISITION YEAR	ACQUISITION COST / AMOUNT

Subtotal: _____

TOTAL ASSETS: _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

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