

**From:** [Robles, Delia D.](#)  
**To:** [Permanent Employee of the Fund](#)  
**Subject:** HR Bulletin No. 2019-002: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF 31 DECEMBER 2018  
**Date:** Monday, January 07, 2019 6:50:32 PM  
**Attachments:** [2015 revised SALN Form for CHQ and Housing.pdf](#)  
[FAQ on SALN.pdf](#)  
[2015 revised SALN Form for NCR and Regional Branches.pdf](#)  
[SALN Form for newly-hired and separated ees.pdf](#)

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Good evening!

In compliance with Civil Service Commission (CSC) Memorandum Circular No. 03, series of 2015, dated 17 February 2015, please be reminded that all Fund employees are required to submit three (3) copies of their respective Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2018 **not later than 31 January 2019.**

Kindly submit the accomplished forms to the following:

Corporate Headquarters/ Home Lending Operations	Mr. Chrisanto A. Canoja PSRAD, HRDD	For submission to the Civil Service Commission by 30 June 2019
NCR/Regional Branches	Respective Cash and Administrative Services Divisions, Technical Administrative Support	For submission to the Office of the Ombudsman by 30 May 2019

Likewise, please be guided by the following information:

1. The SALN Form and the guidelines in filling out of the form can be downloaded from the Pag-IBIG portal under the HRDD folder in the Administrative Services Sector site.
2. All SALN Forms must be submitted in triplicate copies using 8.5"x 13" paper. No unnecessary markings and erasures shall be made on the Form.
3. All Fund officers and employees, including those who are on leave from work, are required to accomplish the SALN as of 31 December 2018.
4. Employees who filed their SALN jointly with their spouses and who submitted the forms to their spouses' respective agencies must still provide the Fund triplicate copies of the said document.
5. If the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN. In case of non-compliance with the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.
6. Write N/A for not applicable portions in the Form.
7. The secretaries of departments/groups at the Corporate Headquarters and NCR Home Lending Operations shall be designated as unit representatives tasked to collate all accomplished SALN Forms. These shall be properly transmitted together with a summary of listings of the personnel, to be certified by the department/group heads concerned.
8. Filing of SALN is mandatory under Section 8 of Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees." Failure to comply with the submission of the 2016 SALN is punishable under Section 46 of the Revised Rules on Administrative Order in the Civil Service (RRACCS).

For questions or concerns about the filing of SALN, you may contact Mr. Chrisanto A. Canoja of the Personnel Search, Recruitment and Appointment Division at Avaya number 5020.

Thank you,

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