

**From:** Robles, Delia D. <ddrobles@pagibigfund.gov.ph>  
**Sent:** Tuesday, 25 January 2022 9:42 am  
**To:** Home Development Mutual Fund <hdmfgroup@pagibigfund.gov.ph>  
**Cc:** Pafela Officer <PafelaOfficer@pagibigfund.gov.ph>  
**Subject:** HR Bulletin No. 2022-011: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF 31 DECEMBER 2021

Good morning!

In compliance with Civil Service Commission (CSC) Memorandum Circular No. 03, series of 2015, dated 17 February 2015, please be reminded that all Fund officers and employees are required to submit three (3) copies of their respective **Statement of Assets, Liabilities, and Net Worth (SALN) as of 31 December 2021**.

The deadline for submitting the SALN is on **01 March 2022 (Tuesday)** to give ample time for the Review and Compliance Committee to determine if the same has been properly accomplished, prior to submission to the concerned repository agency.

Kindly submit the accomplished forms to the following:

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|---|---|--|
| • Corporate Headquarters/ Home Lending Operations/IOG | Mr. Chrisanto A. Canoja<br>PSRAD, HRDD  | For submission to the Civil Service Commission |
| • NCR/Regional Branches                               | Respective Cash and Administrative Services Divisions, Technical and Administrative Support | For submission to the Office of the Ombudsman  |

Likewise, please be guided by the following information:

1. The SALN must be filled out accurately, completely and properly. For reference, kindly see attached guidelines in the filling out of the SALN form.
2. Submit **three (3) original copies** using 8.5"x 13" bond paper. All copies must exactly have the same entries/information and all signatures must be original.
3. No unnecessary markings and erasures shall be made on the Form. Write N/A for not applicable portions in the Form. Do not leave any entry blank.
4. All Heads shall see to it that all employees under his/her office will submit the SALN, including those who are on leave from work (study leave, vacation leave, sick leave, maternity leave, solo parent leave, or 10-day leave under RA 9262) and under suspension.

5. 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.
6. 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.
7. Kindly indicate the date on the space provided when the SALN was signed and indicate the proper page on the form, e.g. Page 1 of 2, Page 2 of 2.
8. The administration of Oath on the SALN shall be based on Special Order No. 2020-1450 (see attached).
9. The secretaries of departments/groups at the Corporate Headquarters, NCR Home Lending Operations and IOG 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.
10. **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 SALN is punishable under Section 46 of the Revised Rules on Administrative Order in the Civil Service (RRACCS) with the following penalties:
 

First Offense	:	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	:	Dismissal from Service
11. For reference, also attached is a copy of Office Order No. 2019-010 dated 29 March 2019 which provides the Pag-IBIG Fund's Review and Compliance Procedure in the Filing and Submission of SALN and Disclosure of Business Interest and Financial Connections.

Any queries and concerns on the above requirements may be coursed through the following:

- Ms. Ma. Theresa C. Nicolas  
Division Chief III, PSRAD  
Avaya No. 5389  
Email Address: [mcnicolas@pagibigfund.gov.ph](mailto:mcnicolas@pagibigfund.gov.ph)
- Mr. Chrisanto A. Canaza  
Records Officer IV, PSRAD

Avaya No. 5020

Email Address: [cacanoza@pagibigfund.gov.ph](mailto:cacanoza@pagibigfund.gov.ph)

Thank you,

Delle