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**From:** De Guzman, Imelda Nimfa A.  
**Sent:** Monday, 15 January 2024 7:07 pm  
**To:** Home Development Mutual Fund  
**Cc:** Pafela Officer  
**Subject:** HR BULLETIN NO. 2024-002: Submission of Statement of Assets, Liabilities, and Net Worth  
**Attachments:** 2015 revised SALN Form as of 31 December 2023.pdf

## HR BULLETIN NO. 2024-002

### Submission of Statement of Assets, Liabilities, and Net Worth

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Greetings!

In compliance with the Civil Service Commission Memorandum Circular No. 03, s. 2015, we are reminding all Pag-IBIG Fund officers and employees to file their Statement of Assets, Liabilities, and Net Worth (SALN) as of 31 December 2023.

Kindly submit two copies of the accomplished SALN forms to the following on or before **29 February 2024 (Thursday)**:

Corporate Headquarters/Home Lending Operations/IOG

Mr. Chrisanto A. Canoja  
PSRAD, HRDD

National Capital Region

Cash and Administrative  
Services Division, Technical  
and Administrative Support

Regional Branches

Respective Cash and  
Administrative Services  
Divisions, Technical and  
Administrative Support

Likewise, please follow the guidelines below:

1. Please use the attached fillable SALN form, and fill it out accurately, completely, and properly using 8.5"x13" bond paper. No unnecessary markings and erasures shall be made on the Form. Do not leave any entry blank, and write N/A for not applicable portions. All copies must exactly have the same entries/information, and all signatures must be original.
2. Please note that no Pag-IBIG Fund officer is authorized to administer oath other than the lawyers with notarial commission. The accomplished SALN forms should be notarized prior to its submission in two original copies.
3. All Heads shall ensure that all employees under his/her office will submit the SALN, including those who are under suspension or on leave from work (study leave, vacation leave, sick leave, maternity leave, solo parent leave, or 10-day leave under RA 9262).
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 two 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, a letter explaining the reason should be attached to the SALN Form.
6. 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).
7. 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.

We would like to emphasize that the **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 Rule 10, Section 50, Item D.8 of the 2017 Rules on Administrative Cases in the Civil Service with the following sanctions:

First Offense	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	Dismissal from Service

For queries and concerns on the submission of SALN, you may reach out to the following personnel:

- Ms. Ma. Madeline C. Roque  
Assistant Department Manager I, HRDD  
Avaya No. 3259  
Email Address: [mcroque@pagibigfund.gov.ph](mailto:mcroque@pagibigfund.gov.ph)
- Mr. Chrisanto A. Canoza  
Records Officer IV, PSRAD-HRDD  
Avaya No. 5020  
Email Address: [cacanoza@pagibigfund.gov.ph](mailto:cacanoza@pagibigfund.gov.ph)

Thank you.

Ang inyong Lingkod Pag-IBIG,

*Meng*

**IMELDA NIMFA A. DE GUZMAN**

Vice President, Human Resource Services Group  
Pag-IBIG Fund

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