



MC No. 02, s. 2008

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS; GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS; AND
STATE UNIVERSITIES AND COLLEGES.

SUBJECT : Revised Form of the Statement of Assets, Liabilities and Networth
and Disclosure of Business Interests and Financial Connections

It has come to the attention of the Commission that the yearly filing of the Statement of Assets, Liabilities and Networth actually required all government officials and employees to repeat most of the declarations each year, such that it has become burdensome and time-consuming. The Commission also noticed that the existing form (1994) was difficult to accomplish resulting in a lot of erroneously filed and incompletely filled SALNs.

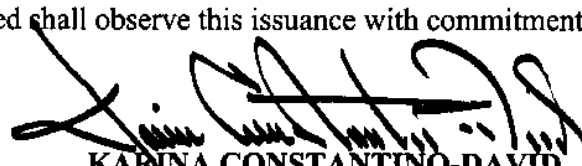
In view of its current efforts to enhance the effectiveness and compliance of the rules on accomplishing and filing the SALN, the Commission opted to revise the old form and prescribe two (2) new forms incorporating the applicable rules. It enacted CSC Resolution No. 071814, dated September 10, 2007. The said resolution takes effect after fifteen (15) calendar days from January 21, 2008, the date of publication.

The SALN consists of two (2) forms: the Baseline Declaration (BD) and the Annual Declaration (AD). The BD must be accomplished only once. For new entrants, it must be submitted within 30 days after assumption into office and must contain comprehensive information as of his/her first day of government service. For incumbents, the BD must be submitted on or before April 30, 2008, to reflect information as of December 31, 2007. On the other hand, the AD must be accomplished every year for submission on or before April 30, where the employee has previously submitted a BD. What need to be documented in the AD are only acquisitions and disposals of

assets, incurrence and retirement of liabilities, and creation and termination of business interests and financial connections, since the last SALN submission.

The forms must be submitted to the declarant's respective Human Resource Office, Personnel Office or Administration Office.

It is expected that all concerned shall observe this issuance with commitment.



KARINA CONSTANTINO-DAVID
Chairman

February 1, 2008

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