

**INTERNAL MEMORANDUM:**

**TO : ALL PERMANENT AND CONTRACTUAL EMPLOYEES**  
**FROM : THE OFFICER-IN-CHARGE**  
**SUBJECT : SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM FOR THE YEAR 2020**  
**DATE : April 6, 2020**

---

Pursuant to CSC MC No. 09, s. 2020 dated April 3, 2020, the following guidelines shall be adopted in the submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2020:

1. All public Officials and employees are given additional period in filing their Statement of Assets and Liabilities (SALN) Form for the year 2019 pursuant to Section 8 of the Republic Act No. 6713 (Code of Conduct and Ethical Standards of the Public Officials and Employees). Filing of SALN Forms to Personnel Administrative Section is extended until **June 30, 2020**, unless the circumstances require otherwise.
2. Those employees who will file their SALN Forms until June 30, 2020 shall not be subjected to any administrative case relating to the non-filing of the SALN Form on the original deadline. However, employees will be liable if they fail to file the same by June 30, 2020.
3. The proper form to be used by all public officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).
4. The foregoing parameters shall be subjected to changes in case of any further issuances by the appropriate authorities, department and/or task force pertaining to the national emergency brought by COVID-19

For your guidance and strict compliance.

  
**PURIFICACION R. ARRIOLA**

  
**JSM/GMB/NBF**