SUBMISSION OF SWORN STATEMENT OF ASSETS AND LIABILITIES AND NETWORTH (SALN)
COVERING THE PERIOD FROM JANUARY TO DECEMBER 2020

To: **PSHS-MC EMPLOYEES**

1. Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees requires public officials and employees to declare under oath their assets, liabilities, net worth, and financial and business interests as of December 31 of the preceding calendar year.

2. As such, all employees of the **PSHS-MC EMPLOYEES** are reminded of the submission of their Statement of Assets, Liabilities and Net worth (SALN) using the revised SALN form as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015 (downloadable in MS Word Format at the CSC website).

   the file name of electronic copies of individual SALN shall be saved in the following manner: **SALN of *(Last Name, First Name, Middle Initial)***;

Kindly take note of the following:

1. Provide all information/data needed. Incomplete SALN shall be returned.
2. Accomplish 3 copies in legal or long size paper.
3. Failure of an official/employee to submit his/her SALN and failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN shall constitute violation of RA 6173.

SANCTION:

First Offense- Suspension of 1 month and 1 day

Second Offense- Dismissal from the service.

DEADLINE: *March 15, 2021* (for committee's review)

You can download SALN Form @
http://excell.csc.gov.ph/FORMS/SALN2015form.pdf