

DRN: HRMDS-PAD-OUS-ORDEN-FYI-25-06-107417-E

## MEMORANDUM

**FOR : ALL OFFICIALS AND EMPLOYEES  
DSWD CENTRAL OFFICE**

**FROM : THE UNDERSECRETARY FOR GENERAL ADMINISTRATION  
AND SUPPORT SERVICES GROUP/ CHAIRPERSON,  
CENTRAL OFFICE – REVIEW AND COMPLIANCE  
COMMITTEE**

**SUBJECT : SUMMARY REPORT ON THE SUBMISSION OF CY 2024  
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH  
(SALN) OF DSWD CENTRAL OFFICE OFFICIALS AND  
EMPLOYEES**

**DATE : 20 JUNE 2025**

Pursuant to Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," and in compliance with the pertinent rules issued by the Civil Service Commission (CSC) on the filing, review, and compliance on the submission/filing of the Statement of Assets, Liabilities and Net Worth (SALN), the Department through the Central Office – Review and Compliance Committee (CO-RCC) for SALN undertakes the responsibility of ensuring that all DSWD Central Office Officials and Employees file their SALNs in accordance with the prescribed format, content, and timelines.

In view of this may we provide a Summary Report of our compliance on filing/submission of SALN as follows:

1. The deadline for filing of SALN as of December 31, 2024 is April 30, 2025 while the deadline for submission to repository agencies is June 30, 2025 pursuant to CSC Memorandum Circular No. 10, s. 2006 as supported by CSC Resolution No. 060231. A Memorandum on the Filing of SALN dated January 08, 2025 was routed through email to DSWD Central Office officials and employees on January 14, 2025 (*Annex A*).
2. The CO-RCC for SALN was reconstituted through Special Order No. 1505, series of 2025<sup>1</sup>, issued on March 27, 2025. The Committee is currently being chaired by the Undersecretary for General Administration and Support Services Group (GASSG), with the Assistant Secretary for GASSG as his Alternate, together with the Director of HRMDS and Legal Service as members. (*Annex B*).
3. The Personnel Administration Division (PAD), who serves as the Secretariat of the CO-RCC, conducted preliminary review of SALN submissions. While conducting initial review of the SALNs, the PAD has sent out SALN Compliance Notices/Reminders to officials/personnel who have not yet submitted their SALNs and were able to comply within the set deadline.
4. On April 04, 2025, all submitted SALNs initially reviewed by the PAD were endorsed/distributed to the CO-RCC to further review/evaluate if the same have been

<sup>1</sup> Reconstitution of The Central Office Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth (SALN)

submitted on time, complete and in proper form, to be returned to the PAD within ten (10) working days upon receipt. All SALNs duly reviewed by the CO-RCC were then returned to the PAD on April 22, 2025.

5. All DSWD CO officials and employees filed SALN with complete data with a total of **1,088** filers broken down as follows.

PARTICULARS	NUMBER OF FILERS
Executive Officials (including the Honorable Secretary) who filed their SALN with complete data	26
Directors and Rank and File Employees who filed their SALN with Complete Data	1,062
Directors and Rank and File Employees who filed their SALN with Incomplete Data	0
Executive Officials, Directors and Rank and File Employees as Non-Filers	0
<b>Total Filers</b>	<b>1,088</b>

6. The duly accomplished SALNs were submitted to the repository agencies (*i.e. OP for Executive Officials and CSC for Directors and rank and file employees*) on June 09, 2025 (**Annex C**).

For your information.

Thank you.

  
ATTY. EDWARD JUSTINE R. ORDEN

DJMR/CYS/RGF/JKGB/10023



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**SUMMARY REPORT ON THE SUBMISSION OF CY 2024 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF DSWD CENTRAL OFFICE OFFICIALS AND EMPLOYEES**

1 message

**Personnel-Division** <personnel@dswd.gov.ph>

Tue, Jul 1, 2025 at 7:25 PM

Reply-To: personnel@dswd.gov.ph

To: Central Office Advisory &lt;co.advisory@dswd.gov.ph&gt;

Dear All,

Respectfully providing the attached **Summary Report on the Submission of CY 2024 Statement of Assets, Liabilities and Net Worth (SALN) of DSWD C.O Officials and Employees**, pursuant to Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", and in compliance with the pertinent rules issued by the Civil Service Commission (CSC) on the filing, review, and compliance on the submission/filing of the SALN.

Note:

**Annex A** - Memorandum on Filing of SALN dated January 08, 2025**Annex B** - DSWD Central Office Review and Compliance Committee for SALN (CO-RCC) per Special Order No. 1505, s. 2025**Annex C** - Submission of accomplished SALNs to the repository agencies ( i.e OP for Executive Officials and CSC for Directors and rank and file employees) on June 09, 2025.

For your information/reference.

Thank you.

sent by: JKGB

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**PERSONNEL ADMINISTRATION DIVISION**

Human Resource Management and Development Service

Department of Social Welfare and Development

Constitution Hills, Batasan Pambansa Complex

Quezon City, Philippines

Tel (+632)931-8101 loc.104

Tel Fax (+632)931-9137



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**SUMMARY REPORT ON THE SUBMISSION OF CY 2024 SALN OF DSWD CO OFFICIALS AND EMPLOYEES\_250701\_201816.pdf**

556K

**MEMORANDUM**

**FOR : ALL OFFICIALS AND EMPLOYEES**  
**DSWD Central Office**

**FROM : THE UNDERSECRETARY**

**SUBJECT : FILING OF STATEMENT OF ASSETS, LIABILITIES AND**  
**NET WORTH (SALN) AS OF DECEMBER 31, 2024**

**DATE : 08 JANUARY 2025**

Pursuant to Section 8(A) of Republic Act No. 6713<sup>1</sup>, all DSWD officials and employees shall file on or before April 30 of every year, their sworn Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, including that of their spouse and unmarried children under 18 years of age living in their household.

Relative to this, we are providing the Revised SALN Form as of January 2015 as provided under Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, series of 2015<sup>2</sup> (Annex A), together with the following supporting documents for your reference:

1. Sample accomplished SALN Form (Annex B);
2. Guidelines in the filling-out of the SALN Form as provided under CSC Resolution No. 1300173 promulgated on 24 January 2013<sup>3</sup> (Annex C); and
3. CSC MC No. 10, series of 2006<sup>4</sup> (Annex D).

The duly accomplished SALN Forms must be sworn before a notary public or any of the following officials authorized to administer an oath in accordance with the DSWD Central Office - Review and Compliance Committee (CO-RCC) Resolution No. 2023-02 or the Updated Review and Compliance Procedure in the Filing and Submission of SALN as of December 31 of every year and their disclosure, duly signed/approved by the Honorable Secretary on 11 August 2023 (Annex E):

Declarant/Filer	Person to Administer Oath
DSWD C.O Officials	Assistant Secretary; Undersecretary or DSWD Secretary
Rank and File Employees	Director/Head of Office/Bureau/Service/ Special Project

<sup>1</sup> Code of Conduct and Ethical Standards for Public Officials and Employees

<sup>2</sup> Amendment to CSC MC No. 2, 82013 (Revised Statement of Statement of Assets, Liabilities and Net Worth [SALN] Form

<sup>3</sup> Use of Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2012 and Onwards



In accordance with CSC Memorandum Circular No. 10, a.2006 as supported by the CSC Resolution No. 060231, the deadline for filing of the SALN for the year 2024 is **30 April 2025**.

All DSWD CO officials and employees are therefore enjoined to submit **four (4)** duly accomplished SALN forms, **all originally signed**, to the Personnel Administration Division (PAD) **on or before 31 January 2025** to give ample time for the CO-RCC to review and determine if the same have been properly accomplished, prior submission thereof to the Office of the President (for the DSWD Secretary, Undersecretaries and Assistant Secretaries) and CSC (for rank and file employees and Directors).

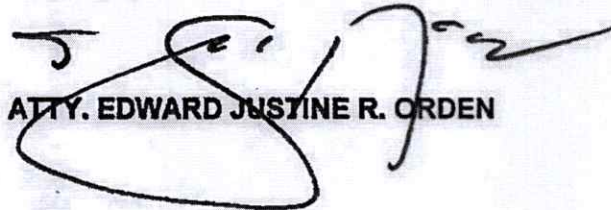
In case of joint filing by spouses who are both in the government service, each should prepare eight (8) original copies of his/her respective SALN so that each may submit four (4) original copies to their respective offices.

Non-submission or failure to file the SALN on the said deadline is subject to the following penalties:

- |                       |   |   |
|-----------------------|---|---|
| <b>First Offense</b>  | - | Suspension of one (1) month and one (1) day to six (6) Months |
| <b>Second Offense</b> | - | Dismissal from the service                                    |

For your strict compliance.

Thank you.



ATTY. EDWARD JUSTINE R. ORDEN

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**FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF 31 DECEMBER 2024**

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Personnel Division &lt;personnel@dswd.gov.ph&gt;

Tue, Jan 14, 2025 at 2:56 PM

Reply-To: personnel@dswd.gov.ph

To: Central Office Advisory &lt;co.advisory@dswd.gov.ph&gt;

To All Officials and Employees,

Please see attached files regarding the above subject.

The deadline of submission of **four (4)** duly accomplished SALN forms, **all originally-signed** to Personnel Administration Division (PAD) is **on or before 31 January 2025**.

Also, please be guided by the SALN FAQs on the proper filling-out of the SALN form.

Thank you.

sent by: mavg

**PERSONNEL ADMINISTRATION DIVISION**

Human Resource Management and Development Service

Department of Social Welfare and Development

Constitution Hills, Batasan Pambansa Complex










Quezon City, Philippines

Tel (+632)931-8101 loc.104

Tel Fax (+632)931-9137

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**9 attachments**

-  **FILING OF SALN AS OF DECEMBER 31, 2024.pdf**  
111K
-  **ANNEX A MC No. 03 s. 2015.pdf**  
930K
-  **ANNEX B - Sample Accomplished SALN Form (1).pdf**  
3029K
-  **ANNEX C - Guidelines in the Filling-out of SALN.pdf**  
1286K
-  **ANNEX D - CSC MC No. 10, series of 2006.pdf**  
1438K
-  **ANNEX E - DSWD CO-RCC Resolution No. 2023-02 (1).pdf**  
432K
-  **CSC SALN FAQs.pdf**  
2654K
-  **ANNEX A - 2015 SALN Form (1).doc**  
94K
-  **ANNEX A - 2015 SALN (Additional Sheets).doc**  
82K



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018  
(Required by R.A. 6713)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☒ Joint Filing      ☐ Separate Filing      ☐ Not Applicable

<b>DECLARANT:</b>	Dela Cruz                      Juan                      M.	<b>POSITION:</b>	Clerk V
	(Family Name)                      (First Name)                      (M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
<b>ADDRESS:</b>	1 Rizal St., Sampaloc, Manila	<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road, Batasan Hills, Quezon City
<b>SPOUSE:</b>	Dela Cruz                      Juana                      M.	<b>POSITION:</b>	Director II
	(Family Name)                      (First Name)                      (M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
		<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road Batasan Hills, Quezon City

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
Gabriel M. dela Cruz	1/2/2005	13
Michael M. dela Cruz	5/2/2010	9
Angelica M. dela Cruz	10/11/2017	2
N/A	N/A	N/A

### ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

#### 1. ASSETS

##### a. Real Properties\*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
House and Lot (mort.)	Residential	1 Rizal St., Sampaloc, Manila	P800,000.00	P1,500,000.00	2003	Sale with mortgage	P5,000,000.00
Building (1/3 co-owned)	Commercial	1 Quezon Ave., Tandang Sora, Cavite	P1,200,000.00	P2,000,000.00	2000	Deed of Sale	P1,500,000.00
Farm lot	Agricultural	Brgy. Kaligayahan, Cavite	P900,000.00	P1,200,000.00	2010	Inherited	0
Lot	Mixed use	Santa Fe Subd., Brgy. Ana, Quezon City	P600,000.00	P800,000.00	2008	Deed of Sale	P1,300,000.00

**Subtotal: P7,800,000.00**

##### b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Condominium Unit (contract to sell)	2015	P500,000.00
Furniture	2000-present	P150,000.00
Appliances	2000-present	P200,000.00
Shares of stock	2013	P50,000.00

**Subtotal: P3,250,000.00**

**TOTAL ASSETS (a+b): P11,050,000.00**

\* Additional sheet/s may be used, if necessary.

**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dela Cruz	P800,000.00
Housing Loan	Pag-IBIG	P2,500,000.00
Contract to Sell	DMCI	P1,000,000.00
GSIS Multipurpose loan	GSIS	P60,000.00

**TOTAL LIABILITIES: P4,360,000.00****NET WORTH : Total Assets less Total Liabilities = P6,690,000.00**

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
Sea Travel and Tours	Agapito St., Sampaloc, Manila	Owner	2015
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Nadine Lustre	sister	Attorney V	Department of Education, Quezon City
James Reid	cousin	Property Officer III	Department of Public Works and Highway, Pasig
Anne Curtis	aunt	Health Officer	Municipality of Bukid, Batangas
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: 03/15/2019

(Signature of Declarant)

(Signature of Co-Declarant/ Spouse)

Government Issued ID: CSC ID  
 ID No.: 123456  
 Date Issued: 01/02/2018

Government Issued ID: CSC ID  
 ID No.: 987654  
 Date Issued: 01/05/2018

**SUBSCRIBED AND SWORN** to before me this 15 day of March 2019, affiant exhibiting to me the above-stated government issued identification card.

Lady Gaga Sanchez  
 (Person Administering Oath)



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018  
(Additional sheet/s for the declarant)

NAME: Dela Cruz Juan M. POSITION: Clerk V  
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: Civil Service Commission

### ASSETS, LIABILITIES AND NET WORTH

#### 1. ASSETS

##### a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	
condominium	residential	SM Prima Towers, EDSA, Mandaluyong City	P1,000,000.00	P1,750,000.00	2016	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subtotal: Php 0

##### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	P 50,000.00
Cash in bank	2000- present	P 800,000.00
Cash on hand	2018	P 200,000.00

Subtotal : Php 2,350,000.00

TOTAL ASSETS (a+b): Php 2,350,000.00

#### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

TOTAL LIABILITIES: N/A

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

## STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children  
below eighteen (18) years of age living in declarant's household)

<b>NAME:</b>	Dela Cruz	Juan	M.	<b>POSITION:</b>	Clerk III
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission

### ASSETS, LIABILITIES AND NET WORTH

#### 1. ASSETS

##### a. Real Properties

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
lot	agricultural	Brgy. Kaligayahan, Sto. Tomas, Batangas	P150,000.00	P210,000.00	2018	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

##### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/ AMOUNT
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

#### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A



SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2023  
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.  
☐ Joint Filing      ☐ Separate Filing      ☐ Not Applicable

DECLARANT:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

DEPARTMENT OF SOCIAL WELFARE DEVELOPMENT

ADDRESS:

OFFICE ADDRESS:

IBP ROAD, BATASAN HILLS, QUEZON CITY

SPOUSE:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties\*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

Subtotal: \_\_\_\_\_

b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : \_\_\_\_\_

TOTAL ASSETS (a+b): \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: \_\_\_\_\_

NET WORTH : Total Assets less Total Liabilities = \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Declarant)\_\_\_\_\_  
(Signature of Co-Declarant/Spouse)Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

\_\_\_\_\_  
(Person Administering Oath)



05 JUNE 2025

**HONORABLE LUCAS P. BERSAMIN**  
EXECUTIVE SECRETARY  
OFFICE OF THE PRESIDENT OF THE PHILIPPINES  
MALACANANG, MANILA

**Office of the President**  
REPUBLIC OF THE PHILIPPINES

Sender's Copy



060925-MRO-174852

Dear **EXECUTIVE SECRETARY BERSAMIN:**

As required under RA No. 6713<sup>1</sup>, we are submitting herewith the Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2024 of twenty-six (26) Executive Officials of this Department.

Please be informed that all DSWD Executive Officials have filed SALN with complete data as illustrated below:

Particulars	Number of Filers
Executive Officials who filed their SALN with complete data (including the DSWD Secretary)	26
Executive Officials who filed their SALN with incomplete data	0
Executive Officials as Non-Filers	0
<b>Total Filers</b>	<b>26</b>

Herewith likewise is the Summary List of Officials as filers with complete data for your information.

Thank you.

Very truly yours,

  
**JENNIFER M. RIZO**  
Director IV, Human Resource Management and Development Service

<sup>1</sup> Code of Conduct and Ethical Standards for Public Officials and Employees



Integrated Records Management Office  
Communications Management Division

☒ Annual Submission /  
Additional Submission

☐ New Employee/s

☐ Separated Employee/s

Agency/Office: DSWD

1. ☒ Cover /Transmittal Letter
2. ☒ Summary List of Filers (irmo.cmd@csc.gov.ph) (e-copy to follow)
3. ☒ Certification issued by the agency Review and Compliance Committee
4. ☒ List of Employees who did not file their SALNs (Non-Filers)
5. ☒ Sworn Statements of Assets, Liabilities and Networth (SALNs) for CY 2024
6. ☐ Other \_\_\_\_\_

CIVIL SERVICE COMMISSION  
Integrated Records Management Office

JUN 09 2025

Received by: Jobelle

Time: 12:07

The submitted documents will be reviewed/evaluated in accordance with existing rules and regulations on the submission of SALNs and the submitting agency will be informed accordingly should there be any discrepancy.

Thank you.

per: [Signature]  
**RAMON JUNG ACLAN**  
Chief HRS



05 JUNE 2025

JUN 09 2025

Received by: Jobelle  
Time: 10:09

**HONORABLE MARILYN B. YAP**  
CHAIRPERSON  
CIVIL SERVICE COMMISSION  
IBP ROAD, QUEZON CITY

**ATTENTION: DIRECTOR IV NOREEN BOOTS GOCON-GRAGASIN**  
Integrated Records Management Office

Dear **CHAIRPERSON YAP:**

In compliance to Rule VIII, Section 5 of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employee" (RULES), as amended, requiring transmittal of all submitted Statement of Assets, Liabilities and Net Worth (SALN) every year to the concerned offices, we are submitting herewith the following documents in relation to SALN filing as of December 31, 2024:

1. Summary List of Directors and Rank and File Employees as Filers with Complete Data;
2. Summary List of Directors and Rank and File Employees as Filers with Incomplete Data;
3. Summary List of Directors and Rank and File Employees as Non-Filers;
4. Copies of SALNs of Directors and Rank and File Employees as of December 31, 2024; and
5. Certification of the Central Office – Review and Compliance Committee (CO-RCC) that the SALNs submitted were reviewed and found compliant.

Please be informed that all DSWD Central Office Officials and Employees filed SALN with complete data with a total of 1,088 filers, broken down as follows:

Particulars	Number of Filers
Directors and Rank and File Employees who Filed their SALN with Complete Data	1,062
Executive Committee whose SALNs were submitted to the Office of the President (Including the DSWD Secretary)	26
Executive Officials, Directors and Rank and File Employees who filed their SALN with Incomplete Data	0
Executive Officials, Directors and Rank and File Employees as Non-Filers	0
<b>TOTAL</b>	<b>1,088</b>

Thank you.

Very truly yours,

**JENNIFER M. RIZO**

Director IV, Human Resource Management and Development Service

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**CONFIDENTIAL: SOFT COPY OF CY 2024 SALN SUMMARY LIST OF FILERS IN  
DSWD CENTRAL OFFICE**

2 messages

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**Personnel Division** <personnel@dswd.gov.ph>

Mon, Jun 9, 2025 at 5:50 PM

To: irmo@csc.gov.ph

Cc: Jennifer M Rizo &lt;jmrizo@dswd.gov.ph&gt;, Conchitina Y Sevilla &lt;cysevilla@dswd.gov.ph&gt;, Rowena G Florendo &lt;rgflorendo@dswd.gov.ph&gt;

Bcc: Jarold Khent G Barberan &lt;jkgbarberan@dswd.gov.ph&gt;

To whom it may concern,

As required, we are sending the soft copy of DSWD Central Office summary list of filers of CY 2024 SALN. Please be informed that the hard copy of the list together with the SALN and certification by RCC, will be submitted thereat.

SALN of officials (Secretary, Undersecretary and Assistant Secretary) is also for submission to the Office of the President as the repository agency.

Thank you.

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**PERSONNEL ADMINISTRATION DIVISION**

Human Resource Management and Development Service

Department of Social Welfare and Development

Constitution Hills, Batasan Pambansa Complex

Quezon City, Philippines

Tel (+632)931-8101 loc.104

Tel Fax (+632)931-9137

**DSWD CENTRAL OFFICE SALN 2024 ENDORSEMENT TO CSC\_250609\_184351.pdf**

4447K

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**Integrated Records Management Office** <irmo@csc.gov.ph>

Tue, Jun 10, 2025 at 8:45 AM

To: Personnel Division &lt;personnel@dswd.gov.ph&gt;

Cc: IRMO - Communications Management Division &lt;irmo.cmd@csc.gov.ph&gt;, "Ramon Jun D. Aclan" &lt;rdacian@csc.gov.ph&gt;

Warm greetings.

We respectfully acknowledge receipt of this email and its attachments. Please be advised that the same shall be forwarded to the concerned division/office for appropriate action. The division/office concerned shall coordinate directly with you for their response or any clarifications.

Thank you.

Respectfully,





[www.csc.gov.ph](http://www.csc.gov.ph)

**Integrated Records Management  
Office**

**T:** (+632) 8931-7981

**Mitel:** 2100

**E:** [irmo@csc.gov.ph](mailto:irmo@csc.gov.ph)

Civil Service Commission

IBP Road, Batasan Hills 1126

Quezon City, Philippines

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**From:** Personnel Division <[personnel@dswd.gov.ph](mailto:personnel@dswd.gov.ph)>

**Sent:** Monday, June 9, 2025 5:50 PM

**To:** Integrated Records Management Office <[irmo@csc.gov.ph](mailto:irmo@csc.gov.ph)>

**Cc:** Jennifer M Rizo <[jmrizo@dswd.gov.ph](mailto:jmrizo@dswd.gov.ph)>; Conchitina Y Sevilla <[cysevilla@dswd.gov.ph](mailto:cysevilla@dswd.gov.ph)>; Rowena G Florendo <[rgflorendo@dswd.gov.ph](mailto:rgflorendo@dswd.gov.ph)>

**Subject:** CONFIDENTIAL: SOFT COPY OF CY 2024 SALN SUMMARY LIST OF FILERS IN DSWD CENTRAL OFFICE

You don't often get email from [personnel@dswd.gov.ph](mailto:personnel@dswd.gov.ph). Learn why this is important

[Quoted text hidden]

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**DSWD CENTRAL OFFICE SALN 2024 ENDORSEMENT TO CSC\_250609\_184351.pdf**

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**SPECIAL ORDER**  
No. 1505  
Series of 2025

**SUBJECT : RECONSTITUTION OF THE CENTRAL OFFICE REVIEW  
AND COMPLIANCE COMMITTEE FOR STATEMENT OF  
ASSETS, LIABILITIES AND NET WORTH (SALN)**

The Department of Social Welfare and Development Central Office Review and Compliance Committee (CO-RCC) for Statement of Assets, Liabilities and Net Worth (SALN) as of December 31 of every year and their disclosure is hereby reconstituted to be composed of the following:

COMPOSITION		
Chairperson	Principal	Alternate
	Undersecretary for General Administration and Support Services Group	Assistant Secretary for GASSG
Members	Director IV, Legal Service	Based on Order of Succession
	Director IV, Human Resource Management and Development Service	
Secretariat	Human Resource Management and Development Service – Personnel Administration Division (HRMDS-PAD)	

The following are the functions of the CO-RCC:


1. Conduct final review and evaluate the SALN forwarded by the PAD if the same has been submitted on time, complete and in proper form; and
2. Discuss, review, sign Resolutions, Memoranda, reports and other relevant documents concerning SALN.

This Special Order shall take effect immediately and to continue until further orders.

All other Orders inconsistent herewith are hereby amended and/or revoked accordingly.

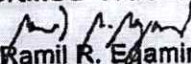
Let copies of this Order be distributed to all OBSUs in the Central Office and Field Offices for information and guidance.

Issued in Quezon City, Philippines.

  
**REX GATCHALIAN**  
Secretary

Date: 26 MAR 2025

Certified True Copy

  
**Ramil R. Egamino**  
Administrative Officer V  
Records and Archives Mgt. Division

**27 MAR 2025**



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
CENTRAL OFFICE - REVIEW AND COMPLIANCE COMMITTEE (CO-RCC)  
FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

**RESOLUTION NO. 2023-02**

**UPDATED REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION  
OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER  
31 OF EVERY YEAR AND THEIR DISCLOSURE**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth;

**WHEREAS**, Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

**WHEREAS**, in accordance with Civil Service Commission (CSC) Resolution No. 1300455 dated 04 March 2013, the duly constituted Department of Social Welfare and Development (DSWD) CO-RCC convened on June 5, 2023 to provide orientation to the new CO-RCC Chairperson and members on the review and compliance procedure in the filing and submission of SALN of DSWD Central Office officials and employees as of December 31, 2022;

**WHEREAS**, during the June 5, 2023 meeting, the Personnel Administration Division (PAD) as the CO-RCC Secretariat, presented the existing Review and Compliance Procedure for the filing and submission of SALN of CO officials and employees and their Disclosure in the DSWD Central Office and Field Offices (FOs) pursuant to SALN Referendum No. 2022-01;

**WHEREAS**, following the recommendations/agreements of the CO-RCC during the said meeting, the existing Review and Compliance Procedure in the Filing and Submission of SALN per CO-RCC Referendum No. 2022-01 are updated as follows:

**1. Composition of Central Office (CO) and Field Office (FO) Review and Compliance Committee for SALN**

**1.1. The CO-RCC for SALN shall be composed of the following:**

Composition	
Chairperson	Undersecretary for General Administration and Support Services Group (GASSG)
Vice Chairperson	Assistant Secretary for Administration
Members	Director, Human Resource and Management Development Service (HRMDS)
	Director, Legal Service (LS)
	Director, Internal Audit Service (IAS)
Secretariat	Personnel Administration Division (PAD)



Special Order No. 1944, s.2023<sup>1</sup> and Special Order No. 2325, s.2023<sup>2</sup> shall be amended so as to reflect only the positions and office assignment of the CO-RCC Members to avoid frequent amendment in case of movement/separation of concerned officials/personnel.

1.2. The Field Office - Review and Compliance Committee (FO-RCC) shall be composed of the following:

Composition	
Chairperson	Assistant Regional Director for Administration (ARDA)
Members	Assistant Regional Director of Operations (ARDO)
	Chief/OIC, Human Resource Management and Development Division (HRMDD) or Representative, Legal Unit
Secretariat	Personnel Administration Section (PAS)

The Special Order for the composition/reconstitution of FO-RCC shall be delegated to the Regional Director as the approving authority.

## 2. Functions of CO and FO-RCC and its Secretariat

2.1 CO and FO-RCCs shall perform the following functions:

- To conduct final review and evaluate the SALNs forwarded by the PAD/PAS if the same have been submitted on time, complete and in proper form; and
- To Discuss/Review/Sign all Memoranda and other relevant documents pertaining to compliance with the submission and filing of SALNs submitted by DSWD officials and employees and Resolutions based on the agreements of CO and FO-RCC on its meetings.

2.2 The PAD/PAS as the Secretariat shall perform the following functions:

- Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete and in proper form;
- Return the SALN with incomplete data and/or for corrections to the concerned officials/employees through issuance of SALN Compliance Notice to be signed by the CO Vice Chairperson/FO-RCC Chairperson;
- Prepare a list of the following officials and employees in alphabetical order and submit to the CO-RCC/FO-RCC for review to be submitted to the DSWD Secretary/Regional Director:
  - Those who filed their SALN with complete data;
  - Those who filed their SALN but with incomplete data; and
  - Those who did not file their SALN;
- Submit to the concerned offices (CSC or Office of the President for Central Office and Office of the Ombudsman for Field Offices) the duly accomplished and reviewed SALN of DSWD CO and FO officials and employees with certification duly approved by the RCC that the same have been filed on time, complete, and in proper form on or before June 30 of every year;
- Facilitate posting of the RCC review and compliance procedure in the DSWD Transparency Seal page on set timeline, in coordination with the

<sup>1</sup> Reconstitution of the CO-RCC for SALN

<sup>2</sup> Amendment of S.O. No. 1944, s.2023



- Information and Communications Technology Management Service/ Division/ Unit (ICTMS/ICTMD/ICTMU), as may be required by the Inter-Agency Task Force on the Harmonization of National Government (AO25) for the payment of the Performance Based-Bonus (PBB); and
- f. Perform other related tasks e.g. preparation of notice of meetings, minutes of meetings and other reports/documents/advisories/resolutions.

### 3. Administrative Procedures on Submission/Filing of SALN

- a. The PAD/PAS shall prepare an advisory not later than January 31 of every year on the filing of SALN of DSWD CO and FO officials and employees, to remind filers of the deadline of submission, provide pertinent guidelines in the filing of SALN and updates, to be signed by the CO-RCC Chairperson and Regional Director for FOs. The deadline for submission of SALN of DSWD officials and employees to PAD/PAS shall be on or before January 31 of every year to give ample time for the RCC to review the documents prior to submission to the repository agencies. Failure to comply within the deadline of January 31 of every year shall give rise to a possible administrative action and penalties for violation of reasonable office rules and regulations and/or failure to file sworn SALN under Rule 10 (D.8) or (F.3) of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).
- b. SALN to be submitted must be in **four (4) original copies**, first copy shall be submitted to the repository agency, second copy shall be kept in file by the Secretariat, third copy must be kept in the declarant/filer's DSWD 201 file and the fourth copy shall serve as the receiving/personal copy of the declarant/filer. The SALNs shall be duly signed by the authorized personnel administering the oath which may be a notary public or delegated as follows:

#### For Central Office:

Declarant/Filer	Person to Administer Oath
Officials	Assistant Secretary, Undersecretary or the Secretary
Rank and File Employees	Director/Head of Office/Bureaus/Services/Special Projects

#### For Field Offices:

Declarant/Filer	Person to Administer Oath
Regional Director	Assistant Regional Director for Administration (ARDA)
Assistant Regional Director (i.e. Assistant Regional Director for Administration (ARDA) / Assistant Regional Director for Operations (ARDO)	Regional Director
Division Chief and below	

- c. For DSWD CO and FO employees under foreign scholarships, the authorized official to administer oath for their SALNs may be the head of Philippine Embassy or Consular Office nearest their place of assignment.
- d. In the absence of these authorized officials, the signing of SALN and the Certification thereof under oath may be administered before a duly commissioned Notary Public.



- e. Upon receipt of the accomplished SALN Forms, the PAD/PAS shall conduct preliminary review of the same until **February 28** to determine compliance of the employees in accordance with the guidelines set forth by the CSC. The Secretariat shall send out SALN Compliance Notices signed by the Vice Chairperson for CO and Chairperson for FOs, from **March 1 to 15**, to those who have submitted but with incomplete data/for corrections and to those who have not yet submitted. Filers will be given **three (3) working days** upon receipt of the memorandum to comply with the submission and/or needed revision, so that on March 15, the SALNs shall be ready for compilation.
- f. After consolidating all the submitted SALN, the PAD/PAS shall prepare the initial list of employees in alphabetical order, with remarks who: (1) filed their SALNs with complete data; (2) filed their SALNs but with incomplete data; and (3) did not file their SALN. This will be presented to the RCC, which shall convene not **later than April 30 of every year**.
- g. During the RCC meeting mentioned above, the PAD/PAS shall distribute equally the SALNs with complete data to the RCC Members to review the same within ten (10) working days upon receipt thereof. A Memoranda signed by the RCC Chairperson to those falling under no. 2 and 3 of Item f above, if any, shall be included in the submitted report to cause the non-compliant officials or employees to comply with the needed information or submit their SALN with justification for non-compliance, within a non-extendible period of thirty (30) days from receipt of the Memorandum. Agreements of the meeting shall be captured by the PAD/PAS through a Resolution to be signed by the RCC.
- h. The PAD/PAS shall prepare the Resolution providing the final list of filers and non-filers for endorsement by the RCC Chairperson to the Secretary for CO and Regional Director for FO, for signature not later than **June 20 of every year or earlier**, for onward submission to OP for EXECOM (Secretary, Undersecretary and Assistant Secretary), to CSC (for Directors and rank and file employees), or Deputy Ombudsman (L/V/M) for regional officials and employees, not later than **June 30 of every year** together with the endorsement letter signed by the HRMDS Director/RD, Certification of Compliance to be signed by the RCC Chairperson and Members and the soft copy of the final list signed by the DSWD Secretary to be sent through email as required by the CSC or Ombudsman.
- i. The Field Offices shall submit to the CO-RCC the copy of their SALN forms or transmittal letter stamp-received by the Ombudsman after **June 30 of every year**.
- j. In case of joint filing of husband and wife who are both in the government service, both of them shall be considered declarants. The signature portion of the SALN indicates the space for the spouse as "Spouse/Co-declarant." All real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. The spouses shall prepare eight (8) original SALNs so that both declarants can submit original SALN to their respective agencies.
- k. The PAD/PAS as the Secretariat shall safekeep the SALN forms and will only be disclosed in accordance with law. Only the declarant may request for disclosure or a copy of his/her SALN. A requesting party, other than the declarant, must secure authority from the declarant, which will be presented to PAD/PAS as basis for retrieval or disclosure subject to applicable existing laws, rules and regulations. SALN will be issued three (3) working days upon receipt of the request.
- l. In cases where the declarant withholds consent to a requesting party for the disclosure of his/her SALN, the PAD/PAS shall advise the requesting party to officially request a copy of the SALN of any government official or employee with the concerned repository agency.
- m. The SALNs of officials and employees under investigation in the Department may be disclosed if it is legally ordered by a Court in relation to a pending case.

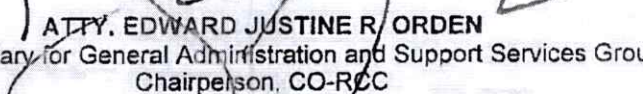


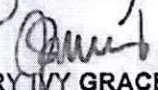
NOW, THEREFORE, the CO-RCC RESOLVES, AS IT HEREBY RESOLVED, to adopt the updated Review and Compliance Procedure in the filing and submission of SALN in the Central Office and DSWD Field Offices.

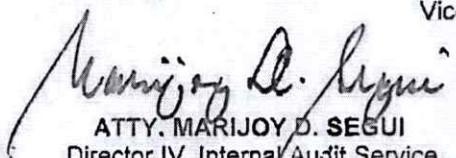
All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

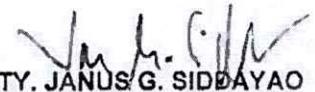
Done this 25<sup>th</sup> day of July 2023, Quezon City, Philippines.


Central Office - Review and Compliance Committee  
for Statement of Assets, Liabilities and Net Worth  
(By Virtue of Special Order No. 1944, s. 2023 and Special Order No. 2325, s. 2023)

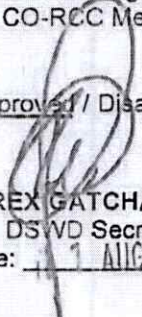
  
ATTY. EDWARD JUSTINE R. ORDEN  
Undersecretary for General Administration and Support Services Group  
Chairperson, CO-RCC

  
ASST. SECRETARY IVY GRACE S. RIVERA  
Assistant Secretary for Administration,  
General Administration and Support Services Group  
Vice Chairperson, CO-RCC

  
ATTY. MARIJOY D. SEGUI  
Director IV, Internal Audit Service  
CO-RCC Member *22 Aug 23*

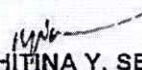
  
ATTY. JANUS G. SIDDAYAO  
Assistant Secretary and  
Concurrent OIC, Legal Service  
CO-RCC Member

  
MS. JENNIFER M. RIZO  
Officer-in-Charge, HRMDS  
CO-RCC Member

  
Approved / Disapproved

REX GATCHALIAN  
DSWD Secretary  
Date: 17 AUG 2023

Attested by:

  
CONCHITINA Y. SEVILLA  
CO-RCC Head Secretariat