

PAF MESSAGE

ROUTING INDICATOR		SECURITY CLASSIFICATION: UNCLASSIFIED	
LINE 1			
PRECEDENCE INDICATOR	PRECEDENCE - (P) INFO	DATE/TIME GROUP 21 DECEMBER 2020	MESSAGE INSTRUCTION
ROUTINE INDICATOR	FROM: CG, PAF	CITEORIG/NR: PAREDES NR 13-12-63 - 20	
<p>TO: All PAF Unit Commanders ATTN: CHIEF, OESPA</p> <p>1. REFERENCE: APPROVED E-SDF TO CG, PAF DATED 14 DECEMBER 2020 WITH SUBJECT: SALN PAF-WIDE LECTURE CY-2021.</p> <p>2. IN VIEW THE ABOVE REFERENCE, ALL ACTIVE MILITARY PERSONNEL AND CIVILIAN HUMAN RESOURCE OF THE ARMED FORCES OF THE PHILIPPINES ARE REQUIRED BY LAW TO FILE THEIR SALN ON OR BEFORE 30 APRIL OF EVERY YEAR, ACCOMPLISHED AND DECLARED UNDER OATH HIS/HER ASSETS, LIABILITIES, NET WORTH, FINANCIAL CONNECTION, AND BUSINESS INTEREST. ALONG THIS LINE, THIS HEADQUARTERS WILL CONDUCT LECTURE ON THE PROPER FILLING OUT OF SALN FORM FOR CY 2020 TO YOUR PERSONNEL THROUGH VIDEO TELECONFERENCING ON THE FOLLOWING SCHEDULE (SEE ATTACHED).</p> <p>3. THE PRESCRIBED REVISED FORM AS OF JANUARY 2015 AS PER CIVIL SERVICE COMMISSION RESOLUTION NO. 1500088 PROMULGATED ON 23 JANUARY 2015 SHALL BE USED FOR SALN CY-2020. THE UNIT, OESPA, SHALL ADVISE THEIR RESPECTIVE PERSONNEL TO START FILLING OUT THEIR SALN ESPECIALLY THOSE WHO ARE DUE FOR FOREIGN SCHOOLING. TO ENSURE CORRECTNESS OF ALL ENTRIES PRIOR TO TRANSMITTAL TO OESPA, HPAF AND TO CONCERNED GOVERNMENT REPOSITORY AGENCIES, UNIT REVIEW AND COMPLIANCE COMMITTEE/OESPA SHALL CONDUCT INITIAL SCREENING/REVIEW ON THE COMPLIANCE TO THE SALN FORM AND SHALL NOTIFY THE DECLARANT OF ANY DISCREPANCY NOTED. IN SUCH CASE, THE DECLARANT IS ALLOWED TO MAKE NECESSARY CORRECTIONS AND/OR SUPPLY THE DESIRED INFORMATION WITHIN A NON-EXTENDIBLE PERIOD OF 30 DAYS FROM RECEIPT OF NOTICE. IN SIMILAR MANNER, THOSE WHO FAILED TO FILE THEIR SALN SHALL BE GIVEN THE SAME PERIOD TO COMPLY.</p> <p>4. FURTHER, ALL PAF UNITS SHALL TRANSMIT ONE (1) ORIGINAL COPY OF SALN OF THEIR PERSONNEL (OFFICERS WITH THE RANK OF 2LT-LTC AND ALL ENLISTED PERSONNEL) TO REGIONAL OMBUDSMAN WITH CERTIFICATION BY THE HEAD OF AGENCY/OFFICE CONCERNED THAT THE SALN TRANSMITTED ELECTRONICALLY ARE FAITHFUL REPRODUCTION OF THE ORIGINAL COPIES AS PRESCRIBED UNDER MEMORANDUM CIRCULAR NUMBER 02 WITH SUBJECT: ADDITIONAL GUIDELINES ON THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALNs) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTION TO THE OFFICE OF OMBUDSMAN AS REQUIRED UNDER SECTION 8 OF REPUBLIC ACT NUMBER 6713. ALSO, ONE (1) COPY OF SALN OF CIVILIAN HUMAN RESOURCE SHALL BE TRANSMITTED TO REGIONAL CIVIL SERVICE COMMISSION.</p> <p>5. LIKEWISE, THREE (3) ORIGINAL COPIES OF SALN OF ALL OFFICERS AND ONE (1) EACH FOR ENLISTED PERSONNEL AND CIVILIAN HUMAN RESOURCE SHALL BE TRANSMITTED TO THIS HEADQUARTERS (ATTN: OESPA NLT 30 MARCH 2021). ATTACHED HERewith IS THE SAMPLE FORMAT FOR THE SUMMARY LIST OF FILERS (IN ALPHABETICAL ORDER) AND COMPLIANCE CERTIFICATION TO BE ISSUED BY THE REVIEW AND COMPLIANCE COMMITTEE.</p> <p>6. FOR GUIDANCE AND STRICT COMPLIANCE.</p>			



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PAGE No. 2		DRAFTER'S NAME / TITLE / SIGNATURE		PHONE NR
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**STATEMENT OF ASSETS, LIABILITIES
AND NET WORTH (SALN)**

Re: Filing and Submission of the Statement
of Assets, Liabilities and Net Worth During
Exceptional Circumstances

Number: 2100339

Promulgated: 12 April 2021

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RESOLUTION

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, the requirement on the filing of the Statement of Assets, Liabilities and Net Worth (SALN) is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);

WHEREAS, Section 8 of Republic Act No. 6713 provides that the SALN must be filed on or before April 30 of every year after assumption of office;

WHEREAS, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

WHEREAS, the Civil Service Commission issued its Memorandum Circular No. 13, s. 2020 allowing online oath-taking of the SALN, the use of electronic/digital signature in the accomplishment of the SALN, and the electronic filing and submission of the SALN;

WHEREAS, the President of the Philippines, through Proclamation No. 1021, extended the declaration of the state of calamity throughout the Philippines for a period of one (1) year from September 13, 2020 to September 12, 2021 following the rise of Corona Virus Disease (COVID-19) positive cases and deaths despite efforts and interventions to contain the same;

WHEREAS, the Commission is cognizant that alternative work arrangements are being implemented in order to comply with government restrictions on physical distancing;

WHEREAS, there is a need to adapt to changes in work and life brought about by unforeseeable events that occur not just locally, but also globally;

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Bawat Kawani, Lingkod Bayani

WHEREFORE, the Commission **RESOLVES** to **ADOPT** the following guidelines for SALN compliance during exceptional circumstances:

1. **COVERAGE.** These guidelines shall apply during exceptional circumstances when on or around the date of the filing of the SALN the whole or part of the Philippines is placed or declared under emergency status or under state of calamity by executive or local or national legislative issuance causing limited movement of its citizens due to danger to public health and public safety or preventing the normal way of life of the citizens. These guidelines shall apply to the filing and submission of the 2020 SALN.
2. **ONLINE OATH-TAKING.** In addition to the personal administering and taking of oath, the online oath-taking of the SALN shall be allowed subject the following steps:
 - a. The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via Communication Technology (e.g. WebEx, Zoom or Skype). A "Communication Technology" is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.¹
 - b. The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
 - c. The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer. The Original shall refer to the electronic SALN or physical SALN, as the case may be.
 - d. On the same day, the Declarant transmits a copy of the Original to the Administering Officer through electronic means. A copy of a physical SALN refers to its scanned copy.
 - e. The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

¹ Executive Order No. 7Q, State of Connecticut, United States of America, Accessed 8 June 2020, <<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-ExecutiveOrders/Executive-Order-No-7Q.pdf>>

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In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scan the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- f. The Declarant then sends/delivers the Copy to the Human Resource Department/Office (HRDO) of the concerned department, office or agency to comprise filing of the SALN, subject to the guidelines on online filing or transmission in paragraph 2 hereof.
- g. The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting. The list shall be submitted to the HRDO within five (5) days from the last day of filing of the SALN for recording purposes.

3. ONLINE FILING OR SUBMISSION. The online filing or transmission of a duly executed SALN shall be allowed, subject the following guidelines:

- a. The department, office or agency concerned shall put in place processes and mechanisms to enable or allow online oath taking of the SALN and the electronic filing of the SALN, and to ensure that the SALN electronically filed are verifiable and authentic, and that it shall be protected under the provisions of relevant laws such as the Data Privacy Act of 2012.
- b. The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN to the concerned department, office or agency.
- c. A "duly executed SALN" refers to a SALN that is personally signed under oath before an administering officer or notary public, or that executed through online oath taking as recognized under paragraph 1 hereof.
- d. The Declarant, when filing the SALN through online transmission, shall ensure that the SALN is in Portable Document Format (PDF).
- e. An electronic SALN shall refer to a duly executed SALN filed by the Declarant to the concerned department, office or agency via online transmission.
- f. An electronic SALN, for purposes of SALN compliance for the year affected by any exceptional circumstances, shall be considered the original, and a printout thereof shall be considered a duplicate original.

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- g. Declarant's online filing or submission of his/her SALN in compliance with these Rules shall be considered as the Declarant's date of filing of his/her SALN with his/her Agency. "

4. SUBSTANTIAL COMPLIANCE. The submission of electronic SALNs shall be deemed substantial compliance during the affected period.

5. COMPLIANCE PROCEDURE. All heads of department, office or agency, under these exceptional circumstances, shall establish procedures for the review of the SALNs to determine whether said statements have been submitted on time, are complete and are in proper form. It shall also include the constitution of the review and compliance committee.

6. SUBMISSION TO REPOSITORY AGENCIES. The submission of SALNs by departments, offices and agencies to the proper repository agency shall be subject the following guidelines:

- a. Upon collation of the SALNs, the concerned department, office or agency has the option to submit/transmit the collated SALNs with the proper repository either physically or electronically. The concerned department, office or agency shall exercise only one option in submitting the SALNs, not a combination of both, in order to facilitate centralized recording and monitoring by repository agencies.
- b. In the case of **physical submission**, the same shall comply with the existing guidelines on the filing and submission of the SALN. SALNs for physical submission includes physical SALNs filed and printed copies of SALNs electronically transmitted.
- c. In the case of **electronic submission**, the department, office or agency concerned is allowed to submit or transmit the electronic SALNs to the proper repository agency either with the use of USB flash drive or disc storage together with the required summary as provided under the rules. SALNs under this filing include SALNs electronically transmitted as recognized under paragraph 2 hereof, and scanned copies of physical SALNs filed.
- d. In both instances, the department, office or agency is required to submit a list of SALNs electronically filed and physically filed.
- e. The proper repository agencies may establish their own rules in allowing the receipt of electronic copies of the SALNs provided they comply with the uniformity rule, that is, SALNs may be filed either through electronic files or physical files, but not a combination of both.

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For agencies where the CSC is the proper repository agency, the submission of SALNs may be made by transmitting the physical SALNs for physical filing or the USB flash drive or CD for electronic SALNs with the CSC Field Office (CSC FO) or CSC Regional Office (CSC RO) having jurisdiction over them. Upon receipt, the CSC FO or CSC RO will then inform the IRMO, through its Director IV, of such receipt with notice on the possible date that the physical SALNs or USB flash drive or CD will be transmitted to the CSC Central Office (CSC CO).

7. **ADDITIONAL PERIOD.** At any time that the whole or part of the Philippines is placed under exceptional circumstances as defined above, all public officials and employees or those in affected area/s are given additional period of thirty (30) days from April 30 of such year within which to comply with the filing of the SALN.

All departments, agencies and offices or those in affected area/s are also given additional period of thirty (30) days from June 30 of such year within which to comply with the submission of the SALNs to the appropriate repository agency.

8. **EFFECTIVITY.** These guidelines shall be prospective in application and shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

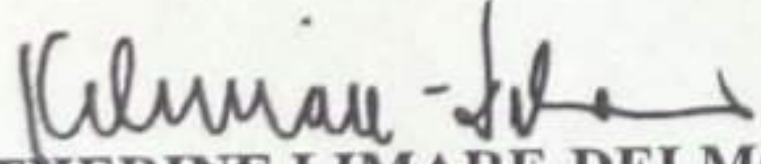
Quezon City.

ORIGINAL SIGNED
ALICIA dela ROSA-BALA
Chairperson

ORIGINAL SIGNED
ATTY. AILEEN LOURDES A. LIZADA
Commissioner

VACANT
Commissioner

Attested by:


KATHERINE LIMARE-DELMORO
Acting Director IV
Commission Secretariat and Liaison Office



**HEADQUARTERS PHILIPPINE AIR FORCE
PHILIPPINE AIR FORCE REVIEW AND COMPLIANCE
COMMITTEE**

Col Jesus Villamor Air Base, Pasay City

COMMITTEE RESOLUTION

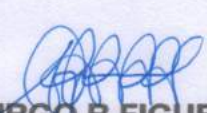
WHEREAS, the PAF Review and Compliance Committee convened on 08 MAR 2021 at OESPA, Conference Room, CJVAB, Pasay City to discuss the guidelines in the submission of Statement of Assets, Liabilities and Net Worth (SALN) of the PAF personnel.


WHEREAS, the PAF Review and Compliance Committee agreed to adopt the SOP Nr 09, AFP, GHQ with Subject: Guidelines Statement of Assets, Liabilities and Net Worth (SALN) dated 28 June 2017 to be the guidelines in the review and compliance procedure in the filing and submission of SALN and Disclosure of Business Interest and Financial Connections of the PAF personnel.

NOW THEREFORE, BE IT RESOLVED AS IT HEREBY RESOLVED, by the members of the PAF Review and Compliance Committee that the SOP Nr 09, AFP, GHQ with Subject: Guidelines Statement of Assets, Liabilities and Net Worth (SALN) dated 28 June 2017 to be the guidelines in the review and compliance procedure in the filing and submission of SALN and Disclosure of Business Interest and Financial Connections of the PAF personnel.

RESOLVED this 08 MAR 2021 by the members of the PAF Review and Compliance Committee at Colonel Jesus Villamor Air Base, Pasay City.


COL NAPOLEON A TACUT PAF (MNSA)
Chairperson


MAJ VIRGO B FIGUEROA PAF
Member


CPT JOEL DS PERANTE PAF
Member


CPT RAUELLA R AQUINO PAF
Member/Secretariat

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GENERAL HEADQUARTERS
ARMED FORCES OF THE PHILIPPINES
Camp General Emilio Aguinaldo, Quezon City

NBC/mzg/6141

28 June 2017

OTAG/AFPRD

STANDARD OPERATING PROCEDURE
NUMBER 09

GUIDELINES STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

1. REFERENCES:

- a. Republic Act Nr 3019 – Anti-Graft and Corrupt Practices Act dated 17 August 1960;
- b. Republic Act Nr 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules dated 20 February 1989;
- c. Executive Order Nr 02 entitled, "Freedom of Information (FOI) dated 23 July 2016"; and
- d. Memorandum Circular Nr 03, Civil Service Commission (CSC), Subject: Amendment to CSC Memorandum Circular Nr 2 s-2013 (Revised Statement of Assets, Liabilities and Networth [SALN] Form) dated 17 February 2015.

2. PURPOSE:

- a. To require all active military personnel and Civilian Employees of the Armed Forces of the Philippines (AFP) to declare and submit detailed statement of Assets and Liabilities, including Disclosure of business interests, financial connection(s) and Relative(s) in the government service, pursuant to CSC Memorandum Circular Nr 03, s-2015 dated 17 February 2015, in conjunction to Republic Act (RA) 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees); and
- b. To provide guidelines and procedures in the proper filling out and disposition of SALN.

3. SCOPE...

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SOP Nr 09, GHQ, AFP dtd 28 June 2017, cont'n:

3. SCOPE:

The filing of SALN shall apply to active military personnel, including cadets, probationary officers and trainees on continuous service for one (1) year, and CE, on regular employment.

4. GENERAL INFORMATION AND GUIDELINES:

a. AFP personnel required by law to file SALN shall, within **30 days after assumption** of office, and **on or before 30 April of every year** thereafter, and within **30 days following separation/retirement** from the service, accomplish and declare under oath, his/her Assets, Liabilities, Networth, Financial Connection and Business Interest, including that of the spouse, if married and of unmarried children below 18 years of age, living with the Declarant;

b. Within 30 days from the date of assumption of office, the personnel concerned shall be required to sign/execute document giving authority in favor of the Ombudsman to obtain from all appropriate government agencies, such documents as may show assets, liabilities, and also business interest(s) and financial connection(s) in previous years, including the year they first assumed office in the government;

c. Personnel shall identify and disclose, to the best of his/her knowledge and information, relatives in government, up to the fourth (4th) civil degree of relationship, either by consanguinity or affinity, including *Bilas*, *Inso*, and *Balae*.

d. SALN may be available to the public for scrutiny upon showing legitimate purpose thereof. Reasonable charges to cover cost of reproduction, mailing, certification may be assessed. For security reason, the address of the Declarant and that of his/her spouse and children may be shaded.

e. Spouses who are both public officer/employee shall have the option to file either jointly or separately. In case of joint and separate filing, all real and personal properties shall be declared, including their respective capital and paraphernal properties. However, in separate filing, properties shall be declared, but only properties as pertains to the Declarant shall be computed.

f. In case where the Declarant, spouse or children (below 18 years of age, living with the Declarant) has properties to declare that cannot be accommodated in the SALN Form, additional sheet may be used to be attached as an integral part thereof.

/g) Change of ...

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SOP Nr 09, GHQ, AFP dtd 28 June 2017, cont'n:

g. Change of civil status after 31 December of the period covered shall not affect the nature of the properties.

5. CONTENT OF THE STATEMENTS AND DISCLOSURES:

a. **ASSET** – include personal and real properties located within or outside the Philippines, whether used in trade or business, owned by the Declarant, including those of spouse and unmarried children below 18 years of age living in his/her household.

1) **Real Property** – refers to property which is immovable by nature. It shall indicate description, such as land, or land with building, a house, a house and lot, condominium unit, or improvement, i.e. extension of the house or garage, and the like. It shall also be classified/described according to use, i.e. residential, commercial, agricultural, industrial, or mixed, etc.

a) Declaration of real property shall indicate its Description, Kind, Exact Location, Year and Mode of Acquisition, Assessed Value, Fair Market Value, Acquisition Cost, including improvements thereon.

b) The Declarant shall indicate whether property is titled, covered by a deed of sale, inherited, donated or subject of an extrajudicial settlement of estate but whose title is not yet transferred.

(c) **Assessed Value** – the amount indicated in the Tax Declaration of the real property issued by the Local Government Unit (LGU) (Assessor Office) where the property is located.

d) **Fair Market Value** – the prevailing rate of the property in an area/community indicated in the Tax Declaration of the real property concerned.

e) **Improvement(s)** – work(s) made and/or introduced that add value to the property, such as development, repair/renovation made on the land or building after acquisition. Improvement to the land or building/structure maybe declared either separately or integrated with the land to which the improvement pertains.

f) **Acquisition Cost** – amount of money paid to acquire the property. It may also mean expenses incurred for the manufacture and construction of property. For property received gratuitously, e.g. donation or inheritance, no acquisition cost shall be declared thereof. However, the fair market value and the assessed value of the said property must be declared.

/2) Personal ...

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SOP Nr 09, GHQ, AFP dtd 28 June 2017, cont'n:

2) **Personal Property** – items that are generally movable/tangible, such as firearm, jewelry, appliance, furniture, motor vehicle, etc. It shall also include investment, Cash on Hand/Bank, negotiable instrument, securities, stock, bond, and the like.

a) Entry shall indicate the date/year, mode and cost of acquisition, or the value of the said property.

b) Personal properties collectively acquired that are considered of minimal value, such as books, clothing, etc., maybe declared collectively, indicating there in the estimated total cost. In which case, the Declarant may indicate "accumulated" under the column for Year Acquired.

c) Personal property, such as Cash on Hand/Bank, as well as stocks and the like, denominated in foreign currency shall be converted in Philippine currency, computed at the prevailing exchange rate as of 31 December of the period covered.

d) Property co-owned with other individuals shall disclose/indicate only the proportionate value/share in the property.

e) Property subject of either a chattel or real estate mortgage shall be declared. The acquisition cost shall carry the actual lease/mortgage price.

f) Property being paid on installment basis shall declare the total contract price with the outstanding balance of the loan as of 31 December of the year covered to be treated as Liability.

b. **LIABILITY** – refers to financial obligation or anything that may result to a transfer or disposal of an asset. It includes not only those incurred by the Declarant but that of his/her spouse and unmarried children below 18 years of age living in his/her household. Liability exclusively incurred by either spouse, without the consent of the other shall be considered as exclusive/separate liability. It shall indicate the nature of liability, name of creditor(s) and the outstanding balance.

1) **Outstanding balance** – refers to the amount of money that is still due and demandable as of 31 December of the year covered.

2) **Nature of Liability** – refers to the type of loan obtained, such as Government Service Insurance System (GSIS), Pag-IBIG Fund, PROFUND, Armed Forces and Police Savings & Loan Association, Inc. (AFPSLAI), Philippine Army Finance Center Producers Integrated Corporation (PAFCPIC) and the like.

/c. **NETWORTH** ...

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SOP Nr 09, GHQ, AFP dtd 28 June 2017, cont'n:

c. **NETWORTH** – the amount by which asset exceeds liability. It is the sum total of assets (real and personal) less liabilities. The acquisition cost both in personal and real properties shall be used as baseline in the computation of Networth.

1) In case of separate filing by married individuals, Networth shall be computed from the properties and liabilities pertaining only to the Declarant.

2) For married individuals opting for joint filing, the total assets and liabilities of both the Declarant and the spouse (capital and paraphernal assets and their respective liabilities) shall be the basis in the computation of Networth. Excluded in the computation are real and personal properties of unmarried children below 18 years of age living in the Declarant's household.

3) Capital and Paraphernal properties– refer to both personal and real properties that are exclusively owned by either, the husband or the wife, as provided in the Family Code, as follows:

a) Property acquired during the marriage by gratuitous title, by either spouse, and the fruits as well as the income, if any, unless otherwise expressly provided by the donor, testator or grantor that they form part of the community property;

b) Property for personal and exclusive use of either spouse, such as jewelry, etc; and

c) Property acquired before the marriage by either spouse who has legitimate descendants by a former marriage, and the fruits as well as the income, if any, of such property (Article 92, Family Code).

4) Conjugal or Common property – refers to property acquired during the marriage, whether the acquisition appears to have been made, contracted or registered in the name of one or both spouses, unless proven to be excluded (Article 116, Family Code). The following are conjugal properties:

a) Property(ies) acquired by onerous title during the marriage at the expense of the common fund, whether the acquisition be for the partnership, or for only one of the spouses;

b) Property(ies) obtained from labor, industry, work, occupation or profession of either or both of the spouses, such as fishing or hunting;

/c.) Fruits, natural ...

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SOP Nr 09, GHQ, AFP dtd 28 June 2017, cont'n:

c) Fruits, natural, industrial, or civil, due or received during the marriage from the common property, as well as the net fruits from the exclusive property of either spouse;

d) Share of either spouse in the hidden treasure which the law awards to the finder or owner of the property where the treasure is found; and

e) Property(ies) acquired by chance, such as winnings from gambling or betting.

d. **FINANCIAL CONNECTION AND BUSINESS INTEREST(S)**
– refers to other sources of income or existing interests in any business enterprise or entity, aside from salary in the government. It may also mean the Declarant's existing relation with any business enterprise or entity, as owner/proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, with an expectation of remuneration for the service rendered or investment made.

e. **RELATIVE(S) IN GOVERNMENT** – refers to the Declarant's degree of relationship, either by consanguinity or affinity up to the fourth (4th) civil degree of relationship. The Declarant shall indicate his/her relationship, the position as well as the name of office/agency and address of the relative.

1) Relative by Consanguinity – refers to the relationship by bloodline from the same stock or common ancestor.

2) Relative by Affinity – refers to the relationship of one spouse to the relatives by blood of the other spouse, including *Bilas*, *Inso* and *Balae*. *Balae* refers to a parent of the Declarant's son or daughter-in-law. *Bilas* refers to a Declarant's brother/sister-in-law of either spouse. *Inso* refers to the appellation for the wife of an elder brother or male cousin. The following are the guidelines:

a) First (1st) Degree
(1) By Consanguinity – father, mother, son and daughter; and
(2) By Affinity – father-in-law and mother-in-law (*Balae*).

b) Second (2nd) Degree
(1) By Consanguinity – brother, sister, grandmother, grandfather, grandson and granddaughter; and
(2) By Affinity – brother-in-law, sister-in-law (*Bilas*), grandmother-in-law, grandfather-in-law, granddaughter-in-law and grandson-in-law.

/c) Third (3rd) ...

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SOP Nr 09, GHQ, AFP dtd 28 June 2017, cont'n:

- c) Third (3rd) Degree
 - (1) By Consanguinity – nephew, niece, uncle and aunt; and
 - (2) By Affinity – nephew-in-law, niece-in-law, uncle-in-law, auntie-in-law.
- d) Fourth (4th) Degree
 - (1) By Consanguinity– first cousin; and
 - (2) By Affinity – first cousin-in-law (*Inso*)

6. COORDINATING INSTRUCTIONS:

- a. In order to prevent unauthorized insertion or pulling out of pages, pagination shall be numbered consecutively and read as page 1 of the total number of pages (page 1 of 3 pages), and so on.
- b. In case of married individuals whose spouse is not employed in government and those both in government opting for separate and joint filing, both spouses shall sign to indicate concurrence. If not available, such as when one is overseas or is physically incapable or actually separated, an explanation shall be provided in a separate sheet, as annex, to be made an integral part of the SALN.
- c. Filling up of SALN may be handwritten, computerized or typewritten with original signatures in all the copies. In case of handwritten, the Declarant is required to write legibly. No unnecessary marking shall be made on the form. In case of mistake/erasure, the wrong entry shall be marked with a single horizontal line to be initialled by the Declarant.
- d. Additional sheet, as provided for in the CSC Memorandum Circular No 03 dated 17 February 2015, may be used, as necessary.
- e. Release of copy of SALN shall be acted only upon request of the person concerned as approved by the person in authority.
- f. Copy of SALN shall be retained within ten (10) years. After which, the same may be disposed, unless needed in an ongoing investigation or trial.
- g. Accomplishment of SALN and its distribution shall be as follows:
 - 1) COLONEL and UP – Five (5) copies:
 - One (1) – Personal file;
 - One (1) – Major Service to which the Declarant belongs and Office of the Ethical Standards and Public Accountability (OESPA), AFP for Technical and Administrative Services (TAS) personnel;

/One (1) ...

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One (1) - OESPA, AFP
One (1) - Copy each for the Offices of the President and Ombudsman.

2) LIEUTENANT COLONEL and BELOW - Four (4) copies:

One (1) - Personal File
One (1) - Major Service to which the Declarant belongs;

OESPA, AFP for TAS Personnel

One (1) - OESPA, AFP

One (1) - Ombudsman

3) CIVILIAN EMPLOYEE - Three (3) copies:

One (1) - Personal File;

One (1) - Major Service OESPA

OESPA, AFP - for those assigned at the GHQ;

One (1) - CSC

7. SUBMISSION:

a. SALN shall be filed with the Major Service, OESPA on or before 30 April of every year. Accomplished SALN Forms for Officers and CE requiring further submission outside the AFP, such as Office of the President, Ombudsman, and Civil Service for CEs, shall be submitted to OESPA, AFP not later than 31 May.

b. To ensure correctness of all entries prior transmittal, unit OESPA shall conduct initial screening/review on the compliance to the SALN Format and shall notify the Declarant of any discrepancy noted, in which case the Declarant shall be allowed to make the necessary correction and/or supply the desired information within a non-extendible period of 30 days from receipt of the Notice/Order. In similar way, those who failed to file SALN shall also be given the same period to comply. To this effect, a Compliance Form shall be accomplished by every office/unit to be submitted to unit OESPA.

c. The OESPA, AFP shall submit a yearly report to the Chief of Staff, AFP (CSAFP) on the status of compliance of AFP personnel together with appropriate recommendations for violations thereof.

d. Major Service OESPA shall receive, keep and maintain SALN files of their personnel (civilian and military). On the other hand, OESPA, AFP shall receive, keep and maintain the SALN of TAS and CEs assigned at the General Headquarters (GHQ).

/e. The OESPA ...

e. The OESPA, AFP shall, likewise, be furnished copy of SALN of all AFP Officers. It shall maintain an electronic database and shall be the sole authority to make certifications/authentication for copies from individuals, agencies outside the AFP. For Enlisted Personnel (EP) and CEs, the respective Major Service to which the EP/CE is assigned shall be allowed to process and/or issue certification/authentication thereof.

8. **REVIEW AND COMPLIANCE COMMITTEE:**

a. There shall be a Review and Compliance Committee in the Major Services and OESPA, GHQ created to check the completeness of SALN submitted by personnel and employees within the respective jurisdiction and to issue Compliance Order thereof. It shall also require those with incomplete data to correct/supply the desired information and those who did not file/submit SALNs to comply within a non-extendible period of 30 days from receipt of the said Order.

b. The following personnel shall compose the Review and Compliance Committee in the Major Services and GHQ:

Deputy Chief, OESPA	– Chairman
Chief SALN Division/Branch	– Member/Secretariat
Chief DLO of Major Service Ones	– Member
Deputy Chief, Office of the Adjutant General (OTAG)	– Member

9. **AUTHORITY TO ADMINISTER OATH OF SALN:**

The following personnel are authorized to administer oath of due execution of SALN of personnel assigned in their command or unit/office:

- a. Commander;
- b. Chief and Deputy Chief OESPA or their equivalents in the Major Service;
- c. Executive Officer (Ex-O);
- d. Staff Judge Advocate (SJA); and
- e. Administrative Officer/Adjutant

10. **DISPOSAL OF SALN RECORDS:**

a. OESPA, shall regularly conduct inventory of SALN records and shall be mandated to keep the following data in their respective registry of SALN, with general description, as follows:

/1) SALN records under...

- 1) SALN records under its custody;
- 2) SALN records disposed;
- 3) SALN issued to the public;
- 4) SALN used in cases and/or pending investigation by government agencies or units/offices;

b. No Officer or CE of the AFP shall dispose/destroy or authorize the disposal/destruction of any SALN record, in its custody, except those ten (10) years and above, and its disposal shall be with prior written authority of the Executive Director of the National Archives of the Philippines (NAP) and notice of disposal made to the Commission on Audit (COA);

c. OESPA, AFP shall prepare and submit a Record Disposition Schedule (RDS) following the prescribed format issued by the Executive Director of NAP.

d. OESPA, AFP shall inform the Executive Director, NAP at least 30 days on the intention to dispose SALN records, containing therein a general list of SALN, the place where the destruction will take place, and the contact person.

11. STANDARDS, INSPECTION, REPORTING AND AUDIT:

a. The Chief OESPA, AFP shall ensure the good condition of the SALN records and shall make an annual report to the CSAFP through the Chief OESPA, AFP on the state of recordkeeping within its offices.

b. It shall be the duty of the Chief OESPA, AFP to establish and develop standards, procedures, techniques, and schedules for effective management of SALN records; make continuing surveys of recordkeeping operations, recommend to the CSAFP the improvements in current record management practices, including the use of space, equipment, and supplies in creating, maintaining, and servicing records.

c. Unless otherwise provided by law, rules and regulations, all investigation under these Rules shall be within the jurisdiction of the concerned OESPA, AFP.

12. SANCTION:

Any of the following acts shall constitute a violation of Section 8 of RA Nr 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by:

/a. Non-Filing:...

a. Non-Filing:

First Offense – Suspension of one (1) month and one (1) day to six (6) months; and

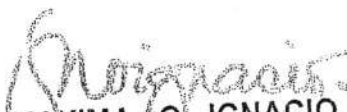
Second Offense – Dismissal from the service.

b. Unlawfully taking/use of any statement filed for purposes contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public (Section 8, RA 6713). Imprisonment not exceeding five (5) years, or a fine not exceeding FIVE THOUSAND PESOS (PhP5,000.00) or both at the discretion of court.

13. REPEALING CLAUSE:

All previous issuances pertaining to the SALN Form and its guidelines are hereby repealed.

BY COMMAND OF GENERAL AÑO:


MAXIMA O. IGNACIO
Colonel PAF (GSC)
The Adjutant General

DISTRIBUTION
"A"



**HEADQUARTERS PHILIPPINE AIR FORCE
OFFICE OF ETHICAL STANDARDS AND PUBLIC ACCOUNTABILITY
Col Jesus Villamor Air Base, Pasay City**

SAL Br

04 MAR 2021

SUBJECT: Guidelines in the Submission of SALN

TO: All PAF Units

1. Reference: SOP Nr 09, AFP, GHQ with subject: Guidelines Statement of Assets, Liabilities and Net Worth (SALN) dated 28 June 2007.

2. In connection with above reference, the PAF Review and Compliance Committee hereby adopted the SOP Nr 09, AFP, GHQ with subject: Guidelines Statement of Assets, Liabilities and Net Worth (SALN) dated 28 June 2017 as guidelines in the review and compliance procedure in the filing and submission of SALN and Disclosure of Business Interest and Financial Connection. Along this line, all PAF Units are respectfully advised to adopt the above-mentioned guidelines in their respective Unit Review and Compliance Committee.

3. Be guided accordingly.

FOR THE CHIEF, OESPA:

NAPOLEON A TACUT
COL PAF (MNSA)
Chairperson, SALN PAF Review and
Compliance Committee



R E S T R I C T E D

ARMED FORCES OF THE PHILIPPINES
HEADQUARTERS PHILIPPINE AIR FORCE
Colonel Jesus Villamor Air Base, Pasay City

RAE/gcm/6911

OA-1/OAFA

31 March 2021

LETTER ORDERS
NUMBER 79

SUBJECT: **PAF SALN Review and Compliance Committee CY 2021**

TO: **All Concerned**

1. Reference: Approved E-SDF to the CG, PAF dated 22 March 2021 with subject: PAF SALN Review and Compliance Committee.

2. In connection with above reference, the following named Officers are hereby designated as Chairperson and members of the PAF SALN Review and Compliance Committee pursuant to SOP Nr 09, GHQ, AFP dated 28 June 2017 with subject: Guidelines for Statement of Assets, Liabilities and Net Worth (SALN):

<u>Name</u>	<u>Office</u>	<u>Designation</u>
COL NAPOLEON A TACUT O-10812 PAF (MNSA)	OESPA	Chairperson
MAJ VIRGO B FIGUEROA O-136567 PAF	OAFA	Member
CPT RAUELLA R AQUINO O- 141258 PAF	OESPA	Member/Secretary
CPT JOEL DS PERANTE O-16001 PAF	OA-1	Member

3. Further, duties and responsibilities shall include but are not limited to the following:

a. Reviews and evaluates the SALNs whether the same are submitted on time, complete, and in proper form;

b. Determines filers who have incomplete data in their SALNs and SALN non-filers and require them through writing to correct/supply the desired information and to those who did not file/submit their SALNs to comply within a non-extendible period of 30 days from receipt of the notice;

c. Recommends to the VC, PAF/Chief, OESPA the conduct of investigation for the failure of an official or employee to correct or submit his/her SALN in accordance with the procedures and within the given period;

d. Submits progress report as to the status of SALN filers and non-filers to the CG, PAF (thru: Chief, OESPA); and

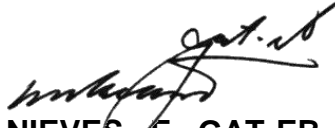
R E S T R I C T E D

LO Nr 79, AFP, HPAF dtd 31 Mar 21, cont'n:

e. Performs other functions analogous to or in connection with the foregoing as the CG, PAF may direct.

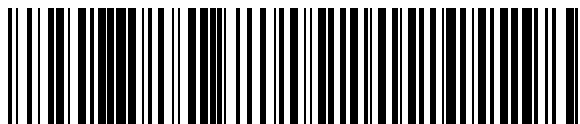
4. For guidance and strict compliance.

BY COMMAND OF LIEUTENANT GENERAL PAREDES:


NIEVES E GAT-EB
Colonel PAF (MNSA)
Air Force Adjutant

DISTRIBUTION:

“C”



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R E S T R I C T E D

Take the **LEAD** Soar as **ONE**
TO EXCELLENCE

RESTRICTED



**HEADQUARTERS PHILIPPINE AIR FORCE
OFFICE OF ETHICAL STANDARDS AND PUBLIC
ACCOUNTABILITY**

Col Jesus Villamor Air Base, Pasay City



SAL Branch

10 May 2021

DIR. MA. LETICIA G. REYNA

Director IV, Integrated Records Management
Office Civil Service Commission, Constitutional
Hills, Batasan Pambansa Complex, Diliman,
Quezon City

CIVIL SERVICE COMMISSION
Integrated Records Management Office

12 MAY 2021

Received by: maia
Time: 9:30

Dear Director Reyna:

In compliance with the Memorandum Circular Nr 2020-01 dated 02 June 2020 with subject: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2021 under Executive Order No. 08 s.2012 and Executive Order No. 201 s.2016, respectfully forwarded is the PAF Certification of Compliance of SALN submission/filing for CY 2020.

We hope that we may continue to have a worthwhile collaboration in ensuring transparency in the government service.

Very truly yours,

FOR THE CHIEF, OESPA:

NAPOLEON A TACUT
Colonel PAF (MNSA)
Deputy Chief



PHILIPPINE
AIR FORCE



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RESTRICTED





ARMED FORCES OF THE PHILIPPINES
HEADQUARTERS PHILIPPINE AIR FORCE
 Col Jesus Villamor Air Base, Pasay City

CIVIL SERVICE COMMISSION
 Integrated Records Management Office

12 MAY 2021

Received by: Maria
 Time: 9:30

CERTIFICATE OF COMPLIANCE
SALN Submission/Filing

This certifies that the Philippine Air Force fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirement for the Performance-Based Incentives System for Fiscal Year 2021.

This also attests that the submission of the different PAF Units has substantially complied with the minimum requisites for content and formalities under Republic Act 6713 and its implementing rules and regulation, which are as follows:

- Assets (Real Properties and Personal Properties)
- Liabilities
- Net Worth
- Financial Connection and Business Interest
- Relatives in the Government

This further certifies that out of 19,810 employees qualified for the PBB under the Memorandum Circular No. 2018-1 dated 28 May 2018, 19,810 employees have completed and filed their SALNs as reflected below:

NR	PAF UNITS	NO. OF PERS/EMPLOYEE			NO. OF PERS WITH DULY ACCOMPLISHED AND SUBMITTED SALN			PERCENTAGE OF COMPLIANCE		
		OFF	EP	CHR	OFF	EP	CHR	OFF	EP	CHR
1	HSSG, HPAF	221	790	236	221	790	236	100%	100%	100%
2	ADC and 960 th AMDG	100	412	4	100	412	4	100%	100%	100%
3	5 th FW	107	913	66	107	913	66	100%	100%	100%
4	580 th ACWW	93	585	16	93	585	16	100%	100%	100%
5	AMC and 560 th ABG	43	463	29	43	463	29	100%	100%	100%
6	205 th THW	195	549	16	195	549	16	100%	100%	100%
7	220 th AW	129	349	19	129	349	19	100%	100%	100%
8	505 th SRG	68	261	9	68	261	9	100%	100%	100%
9	ACC and 530 th ABG	41	499	41	41	499	41	100%	100%	100%
10	15 th SW	206	781	43	206	781	43	100%	100%	100%
11	710 th SPOW	78	1,350	4	78	1,350	4	100%	100%	100%
12	ALC and 600 th ABG	47	482	62	47	482	62	100%	100%	100%
13	410 th MW	40	339	57	40	339	57	100%	100%	100%
14	420 th SW	33	351	25	33	351	25	100%	100%	100%
15	AFRDC	10	79	11	10	79	11	100%	100%	100%
16	AETDC	295	1,151	109	295	1,151	109	100%	100%	100%
17	AFRC	43	267	9	43	267	9	100%	100%	100%
18	TOWNOL	28	265	3	28	265	3	100%	100%	100%
19	TOWCEN	25	208	5	25	208	5	100%	100%	100%
20	TOWWESTMIN	33	400	7	33	400	7	100%	100%	100%
21	TOWEASTMIN	31	255	3	31	255	3	100%	100%	100%



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22	TOWSOL	29	214	2	29	214	2	100%	100%	100%
23	TOWWEST	43	411	12	43	411	12	100%	100%	100%
24	250 th PAW	56	244	13	56	244	13	100%	100%	100%
25	300 th AISW	96	477	27	96	477	27	100%	100%	100%
26	355 th AEW	31	322	13	31	322	13	100%	100%	100%
27	520 th ABW	39	669	203	39	669	203	100%	100%	100%
28	900 th AFWG	35	150	5	35	150	5	100%	100%	100%
29	950 th CEISG	14	153	51	14	153	51	100%	100%	100%
30	AFSSG	15	147	6	15	147	6	100%	100%	100%
31	PAFCMOG	19	139	3	19	139	3	100%	100%	100%
32	AFFC	20	106	44	20	106	44	100%	100%	100%
33	PAFHRMC	16	88	21	16	88	21	100%	100%	100%
34	AFAC	-	-	51	-	-	51	-	-	100%
35	A/U PAFHRMC	70	139	-	70	139	-	100%	100%	-
SUB TOTAL		2,349	14,008	1,225	2,349	14,008	1,225	100%	100%	100%
GHQ UNITS										
1	NOLCOM	2	38	-	2	38	-	100%	100%	-
2	SOLCOM	2	24	-	2	24	-	100%	100%	-
3	CENTCOM	6	28	-	6	28	-	100%	100%	-
4	WESCOM	7	42	-	7	42	-	100%	100%	-
5	EASTMINCOM	4	26	-	4	26	-	100%	100%	-
6	WESMINCOM	3	55	-	3	55	-	100%	100%	-
7	GHQ & HSC	102	454	-	102	454	-	100%	100%	-
8	PSG	5	244	-	5	244	-	100%	100%	-
9	PMA	15	77	-	15	77	-	100%	100%	-
10	AFPETDC	9	27	-	9	27	-	100%	100%	-
11	AFPRESOM	1	14	-	1	14	-	100%	100%	-
12	ISAFP	10	173	-	10	173	-	100%	100%	-
13	AFPHSC	1	161	-	1	161	-	100%	100%	-
14	CEISSAFP	4	166	-	4	166	-	100%	100%	-
15	CRSAFP	2	58	-	2	58	-	100%	100%	-
16	AFPCES	1	8	-	1	8	-	100%	100%	-
17	AFPSOCOM	4	57	-	4	57	-	100%	100%	-
18	PKOC	3	9	-	3	9	-	100%	100%	-
19	JTF-NCR	2	17	-	2	17	-	100%	100%	-
20	PGMC	1	24	-	1	24	-	100%	100%	-
21	AFPPS	16	65	-	16	65	-	100%	100%	-
22	AFPCG	-	9	-	-	9	-	-	100%	-
23	AFPPMCC	1	6	-	1	6	-	100%	100%	-
24	AFPCF	1	17	-	1	17	-	100%	100%	-
SUB TOTAL		202	1,799	-	202	1,799	-	100%	100%	-
Technical Administrative Service (TAS)										
1	CORPS OF PROFESSORS	2	-	-	2	-	-	100%	-	-
2	JAGS	27	-	-	27	-	-	100%	-	-
3	CHAPLAIN SERVICE	20	-	-	20	-	-	100%	-	-
4	NURSE SERVICE	49	-	-	49	-	-	100%	-	-
5	MEDICAL SERVICE	81	-	-	81	-	-	100%	-	-
6	DENTAL SERVICE	48	-	-	48	-	-	100%	-	-
SUB TOTAL		227	-	-	227	-	-	100%	-	-



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CIVIL SERVICE COMMISSION
Integrated Records Management Office

12 MAY 2021

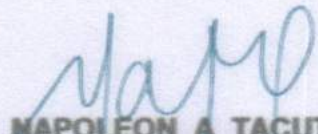
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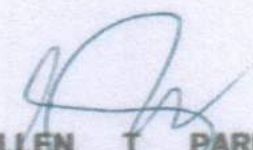
Time: 9:30

PARTICULAR	NO. OF PERS/EMPLOYEE			NO. OF PERS WITH DULY ACCOMPLISHED AND SUBMITTED SALN			PERCENTAGE OF COMPLIANCE		
	OFF	EP	CHR	OFF	EP	CHR	OFF	EP	CHR
PAF Units	2,349	14,008	1,225	2,349	14,008	1,225	100%	100%	100%
PAF-GHQ Units	202	1,799	-	202	1,799	-	100%	100%	-
TAS	227	-	-	227	-	-	100%	-	-
TOTAL	2,778	15,807	1,225	2,778	15,807	1,225	100%	100%	100%
GRAND TOTAL	19,810			19,810			100%		

The Philippine Air Force has forwarded/filed all SALNs with appropriate receiving entity (i.e. Ombudsman in the case of President, Vice-President and Constitutional Officials; etc), in accordance with RA 6713 and its implement rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signature on 05 MAY 2021
at Pasay City, Metro Manila, Philippines.


NAPOLEON A TACUT
Colonel PAF (MNSA)
Chairperson, PAF SALN Review and Compliance Committee


ALLEN T PAREDES
Lieutenant General PAF
Commanding General





HEADQUARTERS PHILIPPINE AIR FORCE
PHILIPPINE AIR FORCE REVIEW AND COMPLIANCE
COMMITTEE
Col Jesus Villamor Air Base, Pasay City

Civil Service Commission
Integrated Records Management Office

12 MAY 2021

Received by: Maula
Time: 9:30


CERTIFICATION

This is to certify that the SALNs submitted/included in the summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Command.

Further, the review was made in accordance with the Review and Compliance Procedure in filing and submission of SALNs pursuant to CSC memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1500088 promulgated on January 23, 2015).

Issued on 26 April 2021.


COL NAPOLEON A TACUT PAF (MNSA)
Chairperson


MAJ VIRGO B FIGUEROA PAF
Member


CPT JOEL D PERANTE PAF
Member


CPT RAUELLA R AQUINO PAF
Member/Secretariat



Take the **LEAD** Soar as **ONE**