

STATEMENT OF ASSETS

**GUIDELINES IN ACCOMPLISHING,
SUBMISSION AND DISPOSITION OF STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN)**

OESPA, AFP

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

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OTAG/AFPRD

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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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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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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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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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