



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
NATIONAL HEADQUARTERS
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MEMORANDUM

TO: ALL OFFICERS AND PERSONNEL
BFP, National Headquarters

ALL REGIONAL DIRECTORS
DIRECTOR, NATIONAL FIRE TRAINING INSTITUTE

SUBJECT: STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)
CALENDAR YEAR 2017

DATE: 03 January 2018

1. References:

- a. Section 8, RA 6713;
- b. CSC MC# 03, s.2015 dated 17 February 2015;
- c. OMB MC# 2, dated 02 August 2017;
- d. 2017 Rules on Administrative Cases in the Civil Service (RACCS);
and
- e. Guidelines in the filling out of SALN Form

2. In compliance with the mandate of RA 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and in consonance to DBM MC No. 2017-1 dated 09 March 2017, requiring public officials and employees to submit their Sworn Statement of Assets, Liabilities and Networth (SALN), you are hereby directed to require your personnel within your area of responsibilities to submit/file their respective SALNs for CY 2017.

3. In this connection, be reminded of some significant details in filing SALN:

- a. All officers/personnel of the **BFP-NHQ** and those who are on detail service at Department of the Interior and Local Government (DILG) and Philippine Public Safety College (PPSC) as support personnel or instructors shall **submit four (4) original copies of duly accomplished SALN Form** per office to the SALN Review and Compliance Committee Secretariat (Office of the Records Section, PRMD, DP, BFP-NHQ) **NLT 28 February 2018** for evaluation and consolidation prior to submission to Civil Service Commission and Office of the Ombudsman.
- b. Officers/personnel who are undergoing mandatory training at National Fire Training Institute (NFTI) or other training facilities shall submit their SALN to their respective mother units.
- c. All officers/personnel shall submit their accomplished SALN Form to their respective Review and Compliance Committee Secretariat for evaluation/consolidation and subsequently will submit a copy **directly to the**

Deputy Ombudsman in their respective regions (Luzon, Visayas & Mindanao) together with electronic copies thereof.

- d. The date must be completely written (as of 31 December 2017).
- e. In case of joint filing of spouses both government employee, the signatures of both spouses are required.
- f. If the spouse is not a public official or employee (eg. self-employed, privately employed and housewife), the declarant shall tick the () Not Applicable and require him/her to sign the SALN. If there is no signature of spouse, an explanation should be attached to the SALN form for such non-compliance.
- g. The declarant is strictly required to fill all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
- h. Declaration of real properties shall include its description, kind, exact location (no., street, sitio/purok, brgy, city/town, and province), year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon.
- i. In case of properties received gratuitously, e.g. donation or inheritance, no acquisition cost shall be declared. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.
- j. Additional sheets may be used if necessary. The additional sheets must indicate the name of the declarant, his/her position, agency name, the year covered, the page number and sign on each page to prevent unauthorized insertion or pulling out of pages.
- k. Filling up of the form may be computer generated or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he/she chooses to fill up the form by handwriting.
- l. If the declarant is the spouse of a BFP officer/personnel, who submitted their SALN at the declarant's agency, the BFP officer/personnel shall still submit four (4) original copies of SALN with the BFP. Otherwise a certification from the receiving agency shall be submitted as proof of filing. Same shall be applied to those BFP personnel whose spouse is also a BFP officer/personnel but assigned to other regions.
- m. Use the revised 2015 SALN Form. It can be downloaded at www.csc.gov.ph.

4. Section 50 (D)(8), Rule 10 of the 2017 RACCS state that the failure to file SALN is a less grave offense punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense.

5. Further, the Regional Compliance and Review Committee shall submit to the Secretariat, BFP-NHQ (Attn: Records Section/PRMD) **NLT 30 April 2018** the following reports in prescribed form and in alphabetical order nationwide;

- a. Matrix of Filers and Non-Filers (Transmittal Received by Ombudsman)
- b. One (1) Original and Electronic copy of duly accomplished SALN of every personnel
- c. 2 sets of PBB Matrix of Filer and Non-Filer (Hard and Soft Copy)

For non-filers indicate a valid reason or action taken for non-compliance under remarks column of each matrix.

6. Furthermore, soft copy of the PBB Matrix shall be sent thru email add recordsprmd@yahoo.com. Attached herewith are the guidelines in filling out SALN Form and Matrix Templates for your ready reference. The same will also be emailed to your respective regions.

7. For your guidance and strict compliance.



LEONARD R BAÑAGO
FIRE DIRECTOR (DSC)
Chief, BFP