



February 17, 2023

MEMORANDUM 82

FOR : ALL DAR OFFICIALS AND EMPLOYEES
DAR Central Office (DARCO)
DAR Regional Office (DARRO)
DAR Provincial Office (DARPO)

FROM : THE UNDERSECRETARY
Finance Management and Administration Office

SUBJECT : Submission of Statement of Assets, Liabilities and Net Worth (SALN) for CY 2022

Pursuant to Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, all public officers and employees are required to submit their Statement of Assets, Liabilities and Net Worth (SALN).

As such, all DAR Officials and employees shall submit properly accomplished SALN Forms for CY 2022 to the **Personnel Division** for **DARCO** and to the **Personnel Section/Unit** for **DARRO/DARPO**, respectively, **on or before April 15, 2023**. This is to allow the SALN Review and Compliance Committee at the DARCO, DARRO and DARPO an ample time to evaluate and review all accomplished forms prior to its submission to the **Office of the Ombudsman (DARRO and DARPO), Civil Service Commission (DARCO)** and **Malacañang for the Third Level Officials** (Board Member, Asec, Usec. and Secretary) on or before **June 30, 2023**.

Filers shall use the revised SALN Form as of January 2015 available at the Personnel Division or the **downloadable SALN Form** from the CSC website (www.csc.gov.ph). Guidelines are likewise available from both sources to aid officials and employees in accomplishing the form.

All re-assigned/detailed employees to the Central Office are required to submit their respective SALNs to their mother units, copy-furnished the Personnel Division, DARCO, for their respective 201 files.

Likewise, all DARCO employees who are re-assigned/detailed to other offices are required to submit their SALNs to the Personnel Division, DAR Central Office for proper compliance.

In addition and following the same deadline, DARCO employees who shall file their SALN jointly with their spouses who are working with other offices shall also file their SALN at the DARCO Personnel Division, for submission to the Civil Service Commission.

In accordance with existing BIR regulations, BIR Form 2316 was issued to all employees by the Accounting Division to aid the employees and officials in the preparation of their CY 2022 SALN.

Please be informed that failure to comply with the submission of SALN is punishable under Section 50 (D) (8), Rule X of the Revised Rules on Administrative Cases in the Civil Service (RRACS), with following penalties;

1st offense – Suspension for one (1) month an one (1) day to six (6) months

2nd offense – Dismissal from the service

For your information and guidance.


JEFFREY M. GALAN