



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**OCA CIRCULAR NO. 48-2019**

**TO: ALL JUDGES AND CLERKS OF COURT, BRANCH CLERKS OF COURT AND ACTING CLERKS OF COURT**

**SUBJECT: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

Under OCA Circular No. 92-2017, all Judges and Court Personnel are reminded to file Statement of Assets, Liabilities and Net Worth (SALN) on or before the 30<sup>th</sup> day of April of every year in compliance with R.A. No. 6713, *An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principles of Public Office being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes.*

Section 3 of Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2013 states that:

*Section 3. Ministerial Duty of the Head of Office to Issue Compliance Order.*

*Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order.*

To ensure the strict compliance of all lower court officials and personnel with R.A. No. 6713, all JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT AND ACTING CLERKS OF COURT are directed to require all court personnel within their respective areas of supervision to undertake the following:

1. Use the appropriate SALN Forms as prescribed by CSC Resolution No.1500088 promulgated on January 23, 2015;
2. Submit properly accomplished SALN Forms in accordance with the Guidelines in the Filling out of the Statement of Assets,

Liabilities and Net Worth (SALN) Forms (Annex A). A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Accordingly, the following must be strictly observed:

- a. All appropriate boxes must be filled up. Items not applicable to the filer should be marked N/A (not applicable).
  - b. All missing information must be supplied. If the required information is not available, indicate "No Data Available".
  - c. For married personnel whose spouse's signature cannot be obtained, indicate the reason.
3. Judges shall submit one (1) set of SALN Form to the Office of Administrative Services (OAS), Office of the Court Administrator (OCA). Before submission, Judges shall review and double check the entries of their own SALN Form to determine whether the same is accomplished in accordance with the preceding paragraph; and
4. Court personnel shall submit two (2) sets of SALN Forms. Before submission, Clerks of Court, Branch Clerks of Court and Acting Clerks of Court shall review their own SALN Forms and the SALN Forms of the court personnel within their respective areas of supervision to determine whether the same are accomplished in accordance with paragraph 2.

Two (2) separate sets of SALN Forms shall be endorsed to the OAS, OCA: one (1) set for transmittal by OAS, OCA, to the Deputy Ombudsman in their respective regions (Luzon, Visayas or Mindanao) and one (1) set for the OCA, Supreme Court.

For strict compliance.

1 April 2019

  
**JOSE MIDAS P. MARQUEZ**  
Court Administrator

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
(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> _____ (Family Name)      (First Name)      (M.I.) <b>ADDRESS:</b> _____ _____ <b>SPOUSE:</b> _____ (Family Name)      (First Name)      (M.I.)	<b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____ <b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____
--	--

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

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ASSETS, LIABILITIES AND NET WORTH

*(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)



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_

*(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)*

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) AGENCY/OFFICE: \_\_\_\_\_

### 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	

##### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

#### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

### 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