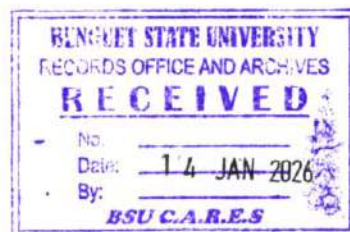
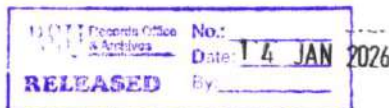




January 13, 2026

OFFICE MEMORANDUM
No. 003 s. 2026



TO : ALL UNIVERSITY PERSONNEL

SUBJECT : Protocol for Submission of the Statement of Assets, Liabilities and Net Worth (SALN) as well as the Composition of the Review and Compliance Team for Benguet State University Campuses

1. Pursuant to the provisions of R.A. 6713 regarding the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions, there shall be a Review and Compliance Team to evaluate the SALN Form submitted annually by all government personnel.
2. The Review and Compliance Team shall evaluate the SALN Form submitted to determine whether it was **submitted on time, accomplished completely and proper in form** prior to its submission to the Office of the Ombudsman.
3. The following University personnel are hereby designated to compose the **REVIEW AND COMPLIANCE TEAM**:

La Trinidad Campus:

PATSELYN A. BOTIWEY
Administrative Officer V
Chair

GERRY ANNE W. CALABIS
Administrative Officer II
Member

BELLA LIZA W. LAMPACAN
Administrative Officer IV
Member

ELLIBRAN G. DINES
Administrative Assistant II
Member

CLEOFELYN P. BESTRE
Administrative Aide VI
Member

Bokod Campus:

HAZEL G. LINO
Administrative Officer V
Chair

JEZREEL A. AFIDCHAO
Administrative Officer II
Member

RHAIKA S. AGAPITO
Administrative Assistant III
Member

Buguias Campus:

MARITES P. LAMPACAN
Administrative Officer V
Chair

RHEA S. PADASEN
Administrative Officer III
Member

VINA JOY S. TOSAY - PALLAY
Administrative Officer II
Member

4. A duly accomplished SALN must be submitted at the Human Resource Management Office (HRMO) for La Trinidad Campus; Human Resource Management and Development Office (HRMDO) for Bokod and Buguias Campuses.



5. An updated form is attached to this memo and also available online: <https://csc.gov.ph/downloads/category/224-statement-of-assets-liabilities-and-net-worth-saln-form>; 1-A Rules Annex A_2025 SALN Form.

New guidelines are available online: <https://csc.gov.ph/downloads/category/224-statement-of-assets-liabilities-and-net-worth-saln-form>; SALN Guidelines

To underscore the updates:

Section 9. Joint and Separate Filing.

Spouses, who are both public officials and employees, shall have the option to file their SALN either jointly or separately, except as otherwise provided in these Rules. The choice shall be indicated in their respective SALNs.

Spouses who are public officials or employees but separated in fact or legally separated are still considered to have marriage bonds. They shall have the option to file their SALN jointly and separately.

Section 71. Signature.

If the spouses are filing jointly, they shall sign in the spaces provided below the certification. If they are filing separately, the declarant's spouse shall not be required to sign the SALN.

Section 72. Signature; Private Individual.

The spouse of a public official or employee, who is not in government service, shall not be required to sign the SALN of said public official or employee.

Section 79. Blank Space.

The declarant is strictly required to accomplish all applicable information in the SALN. Otherwise, such items should be marked with "N/A" or "not applicable".

Section 82. Additional Sheet.

The additional sheet may be used by the declarant under the following circumstances:

- The space provided in the SALN is not sufficient for the declarations required;
- The property to be declared is the exclusive property of the spouse; and
- The property to be declared is the property of unmarried children below 18 years of age living in the declarant's household.

The additional sheet shall indicate the name of the declarant, his/her position and agency name, the year covered by the SALN, and shall be signed on each page.

1-B Rules Annex B_2025 SALN Form AS-1 (Declarant);

1-C Rules Annex C_2025 SALN Form AS-2 (Spouse and Children)

6. Deadline of submission will be on or before **February 16, 2026**; and
7. For wide dissemination and compliance.


KENNETH ALIP LARUAN
University President

SWORN STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH

(As required by R.A. No. 6713)

COMPLIANCE FOR:

☐ Assumption of office as of _____ ☐ Annual filing as of December 31, _____ ☐ Exit as of _____

DECLARANT:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

SPOUSE:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

SPOUSES, WHO ARE BOTH PUBLIC OFFICIALS OR EMPLOYEES, MAY FILE THE SALN JOINTLY OR SEPARATELY.

THE DECLARANT SHALL CHECK THE APPROPRIATE BOX

☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

IF WITH MULTIPLE MARRIAGES, INDICATE NAME(S) OF SPOUSES, OTHERWISE CHECK THE "NOT APPLICABLE" BOX.

☐ Not Applicable

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

NAME OF CHILD

AGE

ASSETS, LIABILITIES AND NETWORTHⁱⁱ

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)ⁱⁱⁱ

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium, and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property, if available)		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

Subtotal: _____

TOTAL ASSETS: _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH: Total Assets less Total Liabilities = _____

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^{iv})

☐ 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

Government Issued ID: _____
ID No.: _____
Date Issued: _____

Signature of Declarant

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)

ⁱ Position, Agency, and Address shall only be declared if the spouse is a public official or employee.
ⁱⁱ Additional sheets may be used by the declarant, if necessary.
ⁱⁱⁱ Capital or paraphernal assets, and liabilities of the declarant's spouse, and properties of children below 18 years of age and living in the declarant's household shall be disclosed using the additional sheets provided.
^{iv} Balae refers to the parent of one's son or daughter-in-law; Bilas refers to a brother-in-law's wife or sister-in-law's husband; Inso refers to the appellation for the wife of an elder brother or male cousin.

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Additional sheet/s for the declarant)

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

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (c.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

Subtotal: _____

TOTAL ASSETS: _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

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

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 (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	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