



Republika ng Pilipinas  
**Pambansang Pangasiwaan ng Patubig**  
(NATIONAL IRRIGATION ADMINISTRATION)  
Lungsod ng Quezon

OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-60-71 to 79  
FAX NO.: 926-28-46

OUR REFERENCE:

MC # 19, s. 2004

**MEMORANDUM CIRCULAR**

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT/ REGIONAL/ OPERATIONS/PROJECT MANAGERS,  
PROVINCIAL IRRIGATION OFFICERS, IRRIGATION  
SUPERINTENDENTS AND ALL OTHERS CONCERNED

SUBJECT: **Civil Service Commission Memorandum Circular No. 07, s. 2004  
dated March 24, 2004**

Quoted hereunder in full for the information and guidance of all concerned is the Civil Service Commission Memorandum Circular No. 7 s., 2004 dated March 24, 2004 to wit:

**"MEMORANDUM CIRCULAR**

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS  
AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL  
GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS AND SUBSIDIARIES; THE ARMED FORCES OF  
THE PHILIPPINES; PHILIPPINE NATIONAL POLICE; LEGISLATURE  
AND JUDICIARY

SUBJECT: **Reiteration on the Submission of Statement of Assets, Liabilities  
and Net Worth (SALNW)**

In accordance with RA 6713, (Code of Conduct and Ethical Standards for Public officials and Employees), and its implementing Rules and Regulations, government officials and employees are required to submit/file their Statements of Assets, Liabilities and Net Worth (SALNW) and Disclosures of Business Interests and Financial Connections to the following offices:

1. **National Office of the Ombudsman** – President and Vice President of the Philippines,  
Chairmen and Commissioners of Constitutional Commissions and Offices
2. **Secretary of the Senate** – Senators
3. Secretary General of the House of Representatives – Congressman
4. **Clerk of Court of the Supreme Court** – Justices of the Supreme Court,  
Court of Appeals, Sandiganbayan, and Court of Tax Appeal

5. **Court Administrator** – Judges of the Regional Trial Courts, City Courts, Municipal and Special Courts
6. **Office of the President** – a) National executive officials such as members of the Cabinet, Undersecretaries and Assistant Secretaries including the Foreign Service Officers (FSOs); b) Heads of government –owned and controlled corporations with original charters and their subsidiaries; c) and state colleges and universities; d) Officers of the Armed Forces from the rank of Colonel/Naval Captain
7. **Deputy Ombudsman in their respective region** – a) Regional officials and employees of departments, bureaus and agencies of the national government including the judiciary and constitutional commissions and offices; b) Regional officials and employees of government-owned and controlled corporations and their subsidiaries in the region; c) All other officials and employees of state colleges and universities; d) Regional officers below the rank of Colonel/Naval Captain including civilian personnel of the AFP; e) Regional officials and employees of the PNP; f) Provincial officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members; g) Municipal and city officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and barangay officials
8. **Civil Service Commission (CSC)** – a) All other central officials and employees of departments, bureaus and agencies of the national government including the Judiciary and constitutional commissions and offices as well as government-owned and controlled corporations and their subsidiaries; b) Appointive officials and employees of the Legislature; c) All other central officers below the rank of Colonel or Naval Captain as well as Civilian personnel of the AFP; d) All other central officials and employees of the PNP.

RA 6713 and its Implementing Rules and Regulations further provided that abovementioned officials and employees must accomplish the SALNW form (Revised 1994) in triplicate and submit the original and duplicate copies to the Administrative or Personnel Division or Unit in their respective agencies not later than April 30.

The Chief of the Administrative/personnel division/unit of officials and employees who are mandated by law to submit their SALNW to the CSC shall transmit to the Civil Service Commission, Constitution Hills, Batasan Complex, Diliman, Quezon City on or before June 30 of every year all original copies of the SALNW received, with a list of filers arranged in alphabetical order.

The CSC reiterates compliance with the procedures set forth in the said issuances as well as in CSC Memorandum Circular No. 20, s. 1994.

In addition, we advise agencies that are required to submit their SALNW to the CSC, to use the attached prescribed format for the summary list of filers, prepared in MS Excel, which shall include the following data: the name of the official or the employee, tax identification number (TIN), position, and net worth.

These data shall be integrated into the database on SALNW developed by the CSC to facilitate retrieval and access to information.

This Memorandum Circular takes effect immediately.

(Sgd) KARINA CONSTANTINO-DAVID  
Chairman

March 24, 2004"

For compliance.



**JESUS EMMANUEL M. PARAS**  
Administrator

June 15, 2004

<Name of Agency>  
Summary List of Filers  
Statement of Assets, Liabilities and Networth  
Calendar Year \_\_\_\_\_

No.	NAME OF EMPLOYEE	TIN	POSITION	NETWORTH
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				