PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

NMP OFFICE MEMO 2023-006

STATEMENT OF ASSETS, LIABILITIES AND NETWORTH COMMITTEE

OFFICE MEMORANDUM

FOR	:	**ALL NMP OFFICIALS AND EMPLOYEES** Central Office and Regional Offices
FROM	:	**CHAIRPERSON, SALN COMMITTEE**
DATE	:	**13 JANUARY 2023**
SUBJECT	:	**ADVISORY ON THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN) FORM FOR 2022**

In compliance with Executive Order 292 and Republic Act 6713, all National Museum of the Philippines officials and employees who are appointed on permanent, temporary, coterminous, and fixed term status are required to file and submit three (3) original copies of duly accomplished Statement of Assets, Liabilities, and Networth (SALN) Forms as of December 31, 2022, subject to evaluation of the National Museum of the Philippines Review and Compliance Committee.

Please take note of the following:

1. Failure of an official or employee to file SALN and disclosure of business interest and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household shall cause the filing of administrative offense / charges against the employee concerned in violation of Section 8 of RA 6713 of the Code of Conduct and Ethical Standards for Public Officials and Employees in relation to Section 50 (D) (8), Rule 1- of 2017 Rules in Administrative Cases in the Civil Service (2017 RACCS).

2. The required SALN must be submitted to the Human Resource Management Division (HRMD) on or before 20 February 2023, Monday.

3. All Division Chiefs and Officers-In-Charge are directed to ensure completeness, correctness and submission of your respective divisions and regional offices.

All personnel are invited to join the zoom meeting on the Suggested Guidelines and Advisories on Filling up of SALN on January 18, 2023 at 9:00 A.M. to 11:00 A.M., below is the zoom details for your reference

Zoom Details:
LINK: https://us02web.zoom.us/j/84771112077?pwd=WnlKN3lFT0kvN2lNOUhqQTA3RkRPQT09
MEETING ID: 847 7111 2077
PASSCODE: nnmpsaln

For your information and guidance.

ATTY. EDWARD L. CONSOLACION
Chairperson, SALN Committee

NATIONAL MUSEUM OF THE PHILIPPINES
Records Management Section

Received by: M. Espiritu
Date/Time: 13 Jan. 2023

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

SALN ADVISORY 2023

1. Please read carefully the SALN form before filling them up;

2. Tick-off the boxes appropriate for your answers;

3. Accomplished the SALN form in triplicate or three (3) copies (BACK-TO-BACK);

4. Accomplished the SALN form by typewritten or print form. NO ERASURES PLEASE.

5. Put the words "NOT APPLICABLE" or "N/A "in big letters and only once for appropriate boxes;

6. If you are married and your partner has no job, put the words "NONE" for the position portion on the blank side thereof;

7. If you have no children, put the words "NOT APPLICABLE" or "N/A" once only;

8. If you have no Assets in real property portion, put the big word "N/A" once only;

9. As for personal property, it is obvious you have your cell phone, jewelry or other gadgets. Thus, put the said items and estimated amounts in the blank portion;

10. If you have no liabilities, put the big word 'NONE' or "N/A" once only;

11. PLEASE COMPUTE CORRECTLY the NETWORTH PORTION. Your Assets minus your Liabilities.

    a. If you have NO LIABILITIES, put the TOTAL ASSET amount in the NETWORTH PORTION.

    b. If you have MORE LIABILITIES than your ASSETS, the difference between the liabilities and the assets should be placed with a NEGATIVE SIGN before the amount in the NETWORTH PORTION.

12. If you have no Business interest, tick-off the box therein and/or put "N/A" and/or "NONE" or click the box and put the N/A;

13. If you have no Relatives in the Government, tick-off the box therein and/or put "N/A" and/or "NONE" or click the box and put the N/A;

14. Put a date of accomplishment on the DATE portion;

15. Sign over your PRINTED NAME and put your ID Card details;

16. If you are married, TYPE your Spouse NAME and put in his/her ID details. Let him/her SIGN over his/her PRINTED NAME OR his/her signature;

17. If your spouse is ABROAD or in the province. Please type his or her name and placed an open and close parenthesis (ABROAD/OFW) or (province);

18. DO NOT SIGN both pages or the first page or the amounts placed therein nor the computed amounts. Another reminder, NO ERASURES PLEASE.

19. LEAVE or SKIP the DATE in the SUBSCRIBED AND SWORN portion. The same shall be filled by the appropriate administering officer.

20. For SG 23 and below put the name of the administering officer as:

    Atty. EDWARD L. CONSOLACION
    Attorney IV, ODG, Legal Section
    NATIONAL MUSEUM OF THE PHILIPPINES

21. For SG 24 and above put the name of the administering officer as:

    Atty. MA. ROSENNE M. FLORES-AVILA
    Deputy Director-General for Administration
    NATIONAL MUSEUM OF THE PHILIPPINES

For your information and guidance.

City of Manila, Philippines
January 12, 2023

SALN COMMITTEE 2023

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

SUGGESTED GUIDELINES OF FILLING UP OF SALN

1. LEGAL BASES

- Section 17, Rule XI, 1987 Constitution
  Section 17. **A public officer or employee shall**, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth

- Sections 8, Republic Act (RA) No. 6713 [Code of Conduct and Ethical Standards for Public Officials and Employees]

  Section 8. *Statements and Disclosure.* - Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.
  (A) Statements of Assets and Liabilities and Financial Disclosure. - All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

  The two documents shall contain information on the following:

  (a) real property, its improvements, acquisition costs, assessed value and current fair market value;
  (b) personal property and acquisition cost;
  (c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;
  (d) liabilities, and;
  (e) all business interests and financial connections.

  The documents must be filed:
  (a) within thirty (30) days after assumption of office;
  (b) on or before April 30, of every year thereafter; and
  (c) within thirty (30) days after separation from the service.

2. NMP SALN FORM (2021)

2.1. The NMP SALN Form (2021) shall be used by all declarants, namely, all officials and employees of the NMP, who are required to file their SALNs for CY 2022 on or before 30 April 2023.

2.2. The reckoning date for the required information, declaration and disclosure in the SALN Form is on 31 December 2022. This means that all information, declaration and disclosure to be supplied by the declarant in the SALN Form shall be as of the reckoning date.

2.3. The SALN Form shall contain a true and complete declaration of the declarant's assets, liabilities, net worth, business interests and financial connections as of 31 December 2022 and, if applicable, those of the declarant's spouse and unmarried children below eighteen (18) years of age living in the declarant's

household, whether legitimate or illegitimate. It shall also contain a disclosure, to the best of the declarant's knowledge and information, of relatives within the fourth degree of consanguinity and affinity, including *bilas*, *balae* and *inso*, who are in the government service.

3. MANNER OF FILING

3.1. Husband and wife who are public officials or employees may file their SALN jointly or separately. In this regard, the declarant shall indicate the option chosen in the SALN Form; otherwise, the declarant shall **tick off the box marked as "Not Applicable" in the SALN Form.**

3.2. The change of the declarant's civil status after 31 December 2022 shall not affect the nature of the declarant's properties, liabilities and net worth as of the reckoning date. For example, if the declarant is single as of 31 December 2022 and married thereafter, all properties so declared in the SALN Form shall not be treated as part of the community property or the property regime agreed upon by the spouses.

4. PERSONAL INFORMATION

4.1. The following personal information shall be provided: (a) declarant's name and address; (b) name, position, office and office address of the declarant's spouse; and (c) names, dates of birth and ages of the declarant's unmarried children.

4.2. The declarant must indicate **"NA" ("Not Applicable") in the blank space for spouse** if the declarant is single, widowed, legally separated or annulled as of 31 December 2022.

4.3. The declarant must also indicate **"NA" in the appropriate blank space** if the declarant has no unmarried children as of 31 December 2022.

5. DECLARATION OF ASSETS

5.1. Assets include real properties and personal properties, whether within or outside the Philippines or used in trade or business.

5.2. If the declarant is single, widowed, legally separated or annulled as of 31 December 2022, all properties acquired by the declarant as of the reckoning date shall be declared as such.

5.3. If the declarant is married as of 31 December 2022, property ownership shall be determined based on whether the property is a community property, conjugal partnership property or exclusive property of either spouse.

5.3.1. ***Community property*** refers to a property owned by the spouses at the time of the celebration of the marriage or acquired thereafter, subject to the exceptions provided for by the law. In the absence of any marriage settlement, the property relations of the spouses shall be governed by the rules on absolute community of property under the Family Code of the Philippines. Prior to the enactment of the Family Code of the

Philippines in 1987, however, the property relation of the spouses is covered by the rules on conjugal partnership of gains when there is no marriage settlement between the spouses.

The following are excluded from the community property:

(1) **Property acquired during the marriage by gratuitous title** (no payment made) by either spouse, and the fruits as well as income thereof, if any, unless it is expressly provided by the donor, testator or grantor that they shall form part of the community property;

(2) Property for **personal and exclusive use of either spouse**. However, jewelry shall form part of the community property; and

(3) Property **acquired before the marriage by either spouse** who has legitimate descendants by a former marriage, and fruits as well as the income, if any, of such property. (Article 92, Family Code of the Philippines).

5.3.2. ***Conjugal partnership property*** refers to a property acquired during the marriage, whether the acquisition appears to have been made, contracted or registered in the name of one or both spouses, unless proven to be excluded. This applies when the spouses agreed to be governed by the rules on the conjugal partnership of gains under the Family Code of the Philippines.

The following are conjugal partnership properties:

(1) Those acquired by onerous title (paid) during the marriage at the expense of the common fund, whether the acquisition be for the partnership, or for only one of the spouses;

(2) Those obtained from the labor, industry, work or profession of either or both of the spouses;

(3) The fruits, natural, industrial, or civil, due or received during the marriage from the common property, as well as the net fruits from the exclusive property of each spouse;

(4) The share of either spouse in the hidden treasure which the law awards to the finder or owner of the property where the treasure is found;

(5) Those acquired through occupation such as fishing or hunting;

(6) Livestock existing upon the dissolution of the partnership in excess of the number of each kind brought to the marriage by either spouse; and

(7) Those which are acquired by chance, such as winnings from gambling or betting.

However, losses therefrom shall be borne exclusively by the loser-spouse. (Article 117, Family Code of the Philippines).

5.3.3. ***Exclusive property*** refers to the separate property of either spouse, which is exclusively owned by him or her and does not form part of the community property or conjugal partnership property.

5.3.3.1. If the property relations of the spouses are governed by the regime of **absolute community**, a property excluded from the community property is considered exclusive property of the spouse.

5.3.3.2. If the regime of **conjugal partnership** of gains is agreed by the spouses, the following shall be the exclusive property of each spouse:

(1) Property brought to the marriage as his or her own;

(2) Property acquired during the marriage by gratuitous title;

(3) Property acquired by right of redemption, barter or exchange with property belonging to only one of the spouses; and

(4) Property purchased with exclusive money of the wife or husband.

5.3.3.3. If the regime of **separation of property** is agreed by the spouses, their separate properties shall be their own exclusive property.

5.4. "Total Assets" shall be computed as the sum of the "Total Value of Real Properties" and the "Total Value of Personal Properties".

Real Properties

5.5. Real properties refer to those which are considered as immovable property under Article 415 of the Civil Code of the Philippines. For each real property, the declaration shall include information on its description, kind, exact location, assessed value, current fair market value, year and mode of acquisition, and acquisition cost.

5.5.1. *Description* – refers to the specification of the real property, such as land, building, land with building, house and lot, condominium unit, and improvement. Improvement refers to all works that are introduced to the real property after its initial acquisition. Improvement may be declared separately or together with the real property to which such improvement was introduced.

5.5.2. *Kind* – refers to the use of the real property (i.e., residential, commercial, agricultural, industrial, or mixed use).

5.5.3. *Exact Location* – refers to the location of the real property based on in its latest tax declaration.

5.5.4. *Assessed Value* – refers to the assessed value of the real property based on in its latest tax declaration.

5.5.5. *Current Fair Market Value* – refers to the market value of the real property based on the latest zonal valuation issued by the Bureau of Internal Revenue (BIR).

5.5.6. *Year of Acquisition* – refers to a particular year in which the real property was acquired.

5.5.7. *Mode of Acquisition* – refers to the means in which the real property was acquired, such as sale, donation and succession.

5.5.8. *Acquisition Cost* – refers to the total cost spent to acquire the real property or the amount spent for the improvement introduced to the real property. If a real property is acquired gratuitously (e.g., donation, succession), the acquisition cost shall be stated as zero (0).

5.6. All real properties, which are registered, as of 31 December 2022, in the name of the declarant, his or her spouse or unmarried children shall be declared. A real property which, as of the reckoning date, is already covered by a deed of conveyance (e.g., deed of absolute sale, contract of sale with real estate mortgage, deed of donation), as well as inherited real property (whether the settlement of estate has been filed in court or executed extra-judicially), shall also be declared although not registered yet in the name of the declarant, his or her spouse or unmarried children. Excluded from the declaration is a real property, which is already sold, transferred or conveyed to a third person as of 31 December 2022 but the registration is still in the name of the declarant, his or her spouse or unmarried children.

5.7. If a real property is co-owned with other individual other than the declarant's spouse, the proportionate amount of the declarant's share shall be declared. For example, if the declarant is living with another person without the benefit of marriage, the property acquired by both of them shall be governed by the rules on co-ownership.

5.8. All real properties of the declarant as well as of his or her spouse and unmarried children shall be declared, as follows:

5.8.1. In case of joint filing, all real properties of the spouses (as joint declarants), including their exclusive property, if any, shall be declared in the "Real Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

5.8.2. The declarant who is single, widowed, legally separated or annulled must also declare all his or her personal properties in the "Real Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

5.8.3. In case of separate filing, the exclusive properties of the declarant's spouse shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

5.8.4. The declarant who is married to a private person must also declare his or her spouse's exclusive properties in the Separate Sheet/s, which shall form part of the SALN Form.

5.8.5. In all instances, real properties owned by the declarant's unmarried children shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

5.9. The "Total Value of Real Properties" shall be determined using the acquisition cost of the declarant's real properties, except those declared in the Separate Sheet/s as exclusive properties of the spouse or owned by the declarant's unmarried children. For a real property acquired gratuitously (e.g., donation, succession), however, its declared current fair market value shall be used in the computation.

Personal Properties

5.10. Personal properties refer to those which are considered as movable property under Article 416 of the Civil Code of the Philippines. For each personal property, the declaration shall include information on its description, year acquired and acquisition cost or amount.

5.10.1. *Description* – refers to the specification of the personal property, such as jewelries, appliances, furniture, motor vehicles and other tangible or movable properties. It also includes investments and other assets, such as cash on hand or in bank, pensions, earnings and income from other sources, negotiable instruments, securities, stocks, insurance policies, bonds and the like. Personal properties collectively acquired or are of minimal value may be described generally or collectively (e.g., jewelries, books).

5.10.2. *Year of Acquisition* – refers to a particular year in which the personal property was acquired. In case of personal properties collectively acquired or are of minimal value, the declarant may write "various years".

5.10.3. *Mode of Acquisition* – refers to the means in which the personal property was acquired, such as sale, donation and succession.

5.10.4. *Acquisition Amount* – refers to the total amount of money paid to acquire the personal property or, in case of personal properties collectively acquired or are of minimal value, their accumulated total acquisition amount or estimated value. If a personal property is acquired gratuitously (e.g., donation, succession), the acquisition amount shall be the estimated current value of the personal property.

5.11. Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of 31 December 2022.

5.12. The amount of money (i.e., cash on hand or in bank) shall be declared based on the balance as of 31 December 2022.

5.13. In case of a property under a contract to sell, the amount already paid by the declarant as of 31 December 2022 shall be declared as personal property.

5.14. A personal property which is acquired through a chattel mortgage shall be declared by indicating its actual purchase price as the acquisition amount. The outstanding balance of the mortgage loan as of 31 December 2022 shall be declared as a liability.

5.15. All personal properties, which are registered, as of 31 December 2022, in the name of the declarant, his or her spouse or unmarried children shall be declared. A personal property which, as of the reckoning date, is already covered by any deed of conveyance (deed of absolute sale, contract of sale with chattel mortgage, deed of donation, etc.), as well as inherited personal property (whether the settlement of estate has been filed in court or executed extra-judicially), shall also be declared although not yet registered in the name of the declarant, his or her spouse or unmarried children. Excluded from the declaration is a personal property, which is already sold, transferred or conveyed to a third person as of 31 December 2022 but the registration is still in the name of the declarant, his or her spouse or unmarried children.

5.16. All personal properties of the declarant as well as of his or her spouse and unmarried children shall be declared, as follows:

5.16.1. In case of joint filing, all personal properties of the spouses (as joint declarants), including their exclusive properties, if any, shall be declared in the "Personal Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

5.16.2. The declarant who is single, widowed, legally separated or annulled must also declare all his or her personal properties in the "Personal Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

5.16.3. In case of separate filing, the exclusive properties of the declarant's spouse shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

5.16.4. The declarant who is married to a private person must also declare his or her spouse's exclusive properties in the Separate Sheet/s, which shall form part of the SALN Form.

5.16.5. In all instances, personal properties owned by the declarant's unmarried children shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

5.17. The "Total Value of Personal Properties" shall be determined using the acquisition amount of declarant's personal properties, except those declared in the Separate Sheet/s as exclusive properties of the spouse or owned by the declarant's unmarried children. For a personal property acquired gratuitously (e.g., donation, succession), however, its estimated current value shall be used in the computation.

6. DECLARATION OF LIABILITIES

6.1. **Liabilities** refer to financial liabilities or those which can result to a transfer or disposal of an asset arising from an obligation to pay. For each liability, the declaration shall include information on the nature, name of creditors and outstanding balance.

6.1.1. *Nature*– refers to the type of the liability, such as personal loan, salary loan, calamity loan and housing loan or mortgage.

6.1.2. *Name of Creditor* – refers to the name of the person or company to whom the outstanding balance of a declarant's liability is owed.

6.1.3. *Outstanding Balance* – refers to the amount of money that the declarant owes to the named creditor as of 31 December 2022.

6.2. All liabilities of the declarant as well as of his or her spouse shall be declared, as follows:

6.2.1. In case of joint filing, all liabilities of the spouses (as joint declarants) shall be declared in the "Liabilities" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

6.2.2. The declarant who is single, widowed, legally separated or annulled must also declare all his or her liabilities in the "Liabilities" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

6.2.3. In case of separate filing, personal liabilities of the declarant's spouse (e.g., losses in gambling or betting) shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

6.2.4. The declarant who is married to a private person must also declare his or her spouse's liabilities in the Separate Sheet/s, which shall form part of the SALN Form.

6.2.5. In all instances, it is presumed that the declarant's unmarried children, being minors, cannot on their own enter into a contract of loan or have a financial liability; hence, their liability, if any, shall be for the account of their parents.

6.3. "Total Liabilities" shall be the sum of the outstanding balance of all liabilities, except those declared in the Separate Sheet/s as personal liabilities of the spouse.

7. DECLARATION OF NET WORTH

7.1. Net Worth shall be computed by subtracting the "Total Liabilities" from the "Total Assets".

7.2. For purposes of computing the declarant's net worth, the acquisition cost (for real properties) or the acquisition amount (for personal properties) shall be used in the computation. If a property is acquired gratuitously (e.g., donation, succession), however, the declared current fair market value of the real property, or the estimated current value of the personal property, shall be used.

7.3. In case of joint filing, the declarant's net worth shall include that of his or her spouse. In cases of separate filing or where the declarant is married to a private person, the declarant's net worth shall exclude the exclusive properties as well as the personal liabilities of the spouse.

7.4. In all cases, the declarant's net worth shall exclude all properties of his or her unmarried children.

8.5.3. In case of separate filing, the business interests and financial connections of the declarant's spouse shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

8.5.4. The declarant who is married to a private person must also declare his or her spouse's business interests and financial connections in the Separate Sheet/s, which shall form part of the SALN Form.

8.5.5. In all instances, business interests and financial connections of the declarant's unmarried children shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.

9. DISCLOSURE OF RELATIVES IN THE GOVERNMENT

9.1. In case the **declarant has no relative in the government** within the relationship as above-described, **the declarant shall tick off the appropriate box** in the SALN Form.

9.2. The declarant shall disclose his or her relatives in the government within the fourth (4th) civil degree of relationship, either by consanguinity or affinity, including *bilas*, *inso* and *balae*. For each declaration, information on the name of relative, relationship, position, and name of agency or office and address shall be provided.

9.2.1. *Consanguinity* – refers to the relationship by blood from the same stock or common ancestor.

9.2.2. *Affinity* – refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband.

9.2.3. *Relatives Within the Fourth (4th) Civil Degree of Relationship* – refer to the following:

Degree	Relationship by Consanguinity	Relationship by Affinity
First (1st)	Declarant's father, mother, son and daughter	Declarant's father-in-law, mother-in- law, son-in-law and daughter-in-law
Second (2nd)	Declarant's brother, sister, grandmother, grandfather, grandson and granddaughter	Declarant's brother-in-law, sister-in- law, grandmother-in-law and grandfather-in-law, grandson-in-law and granddaughter-in-law
Third (3rd)	Declarant's nephew, niece, uncle and aunt	Declarant's nephew-in-law, niece-in law, uncle-in-law and aunt-in-law
Fourth (4th)	Declarant's first cousin	Declarant's first cousin-in-law

9.2.4. *Balae* refers to a parent of the declarant's son-in-law or daughter-in-law. *Bilas* refers to a declarant's 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.

9.3. In case the declarant and his or her spouse are public officials or employees and they have opted to file their SALN jointly, they shall indicate all their relatives within the relationship as above-described in the "Relatives in the Government" portion of the SALN Form.

10. SIGNATURE

10.1. The declarant must sign the "**Signature of Declarant**" portion of the SALN Form.

10.2. If the declarant is married, the declarant shall also obtain the signature of his or her spouse in the "Signature of Co-Declarant/Spouse" portion of the SALN Form. This rule shall apply even if the declarant's spouse, who is a public official or employee, has opted to file his or her SALN separately.

10.3. If the signature of the spouse cannot be obtained, an explanation should be attached to the SALN Form.

11. OATH

11.1. The duly accomplished SALN Form shall be under oath.

11.2. The accomplished SALN Form may also be subscribed and sworn to before notaries public at the expense of the declarant.

12. OTHER MATTERS

12.1. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.

12.2. The declarant is strictly required to fill all the required information in the SALN Form; otherwise, such items should be marked with "NA" or "not applicable".

12.3. Filling up of the SALN Form may be handwritten, computerized or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he opts to fill up the form by handwriting.

12.4. Additional Sheet/s may be used, if necessary, to declare additional list of the declarant's assets, liabilities and business interests and financial connections.

12.5. Separate Sheet/s shall be used to declare the exclusive properties of the declarant's spouse, properties owned by the declarant's unmarried children and their business interests and financial connections.

12.6. No unnecessary markings shall be made on the SALN Form.

13. FILING OF AMENDED SALN

13.1. After filing his or her SALN on or before the deadline (i.e., 30 April 2022), the declarant may *motu proprio* file an Amended SALN within thirty (30) days from the last day of filing. Thereafter, the declarant may amend his SALN accompanied by a request for amendment, addressed to the Secretary General.

13.2. The "AMENDED" SALN shall be duly marked as such, attaching the originally filed SALN and the request for amendment.

For your information and guidance.

City of Manila, Philippines
January 12, 2023

SALN COMMITTEE 2023

8. DECLARATION OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

8.1. If the declarant, his or her spouse and unmarried children has a business interest or financial connection, the **declarant shall tick off the appropriate box** in the SALN Form.

8.2. If the declarant or his/her spouse and unmarried children has a business interest or financial connection, the following guidelines must be observed.

8.3. Definition of terms:

Business interest refers to the involvement in any trade or profession, along with any direct or pecuniary interest, in any business entity or enterprise.

Financial connection refers to any connection with a business entity or enterprise as consultant, adviser and the like, with an expectation of remuneration for services rendered.

8.4. The declarant shall declare his or her existing business interest or financial connection in any business entity or enterprise. For each declaration, information on the name of business entity or enterprise, business address, nature of business interest or financial connection, and date of acquisition of interest or connection shall be provided.

8.4.1. *Business Entity or Enterprise* – refers to the name of business entity or enterprise where the declarant, his or her spouse and unmarried children has a business interest of financial connection.

8.4.2. *Business Address* – refers to the exact address of the business entity or enterprise.

8.4.3. *Nature of Business Interest or Financial Connection* – refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like.

8.4.4. *Date of Acquisition of Interest or Connection* – refers to the year in which the business interest or financial connection was first established.

8.5. All business interests and financial connections of the declarant as well as of his or her spouse and unmarried children shall be declared, as follows:

8.5.1. In case of joint filing, all business interests and financial connections of the spouses (as joint declarants) shall be declared in the "Business Interests and Financial Connections" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

8.5.2. The declarant who is single, widowed, legally separated or annulled must also declare all his or her business interests and personal properties in the "Personal Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.

PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

13 April 2023

CERTIFICATION

This is to certify that the SALNs submitted/included in Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Furthermore, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006.

ATTY. EDWARD L. CONSOLACION
Chairman

ANGELO S. MACARIO
Member

CONSUELO M. BERNARDO
Member

ALBERT B. FAJARDO
Member

Encl: As stated
CC: HRMD Copy
SALNC/MACARIO/ikg