



SEC OFFICE ORDER

No. 146, Series of 2026

TO : All SEC Officials and Employees

SUBJECT : Guidelines on the Submission and Related Procedures for the Statement of Assets, Liabilities and Net Worth (SALN)

I. RATIONALE

The filing of the Statement of Assets, Liabilities, and Net Worth (SALN) is mandated under Article XI, Section 17 of the 1987 Philippine Constitution and Republic Act (RA) No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) to promote transparency, accountability, and integrity in public service.

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 14, s. 2025, which prescribes the Updated Omnibus Rules on SALN and the Revised SALN Form, all government agencies are required to implement uniform and updated procedures on SALN submission, review, custodianship, and compliance monitoring.

As a statutory body and financial market regulator entrusted with public trust and high standards of governance, the Securities and Exchange Commission (SEC) hereby adopts these internal Guidelines to:

- a. Ensure full compliance with CSC MC No. 14, s. 2025;
- b. Establish clear internal procedures on SALN filing and review;
- c. Promote transparency and accountability among SEC officials and employees;
- d. Uphold data privacy and confidentiality in the collection, processing, storage, access, and disclosure of SALN information, in accordance with the Data Privacy Act of 2012; and
- e. Institutionalize consistent records management and compliance monitoring.

II. LEGAL BASES

1. **1987 Philippine Constitution, Article XI, Section 17** – which mandates all public officers and employees to submit, upon assumption of office and as often thereafter as may be required by law, a sworn declaration of their assets, liabilities, and net worth, and requires the public disclosure of such declarations in the manner provided by law.
2. **Republic Act No. 6713** (*Code of Conduct and Ethical Standards for Public Officials and Employees*) - which mandates the filing of a true, detailed, and sworn Statement of Assets, Liabilities and Net Worth (SALN) by all covered public officials and employees, and provides administrative sanctions for non-compliance.
3. **Civil Service Commission Memorandum Circular No. 14, s. 2025** (*Omnibus Rules on the Filing of the Statement of Assets, Liabilities and Net Worth (SALN) and Updated SALN Form*) - which prescribes the consolidated rules, procedures, timelines, and the official SALN form to be uniformly implemented across government agencies.



III. DEFINITION OF TERMS

For purposes of these Guidelines, the following terms shall mean:

1. **Statement of Assets, Liabilities, and Net Worth (SALN)** - The sworn declaration of assets, liabilities, net worth, business interests, financial connections, and relatives in government service, accomplished using the official form prescribed under CSC MC No. 14, s. 2025.
2. **Declarant** - Any SEC official or employee required by law to file a SALN.
3. **SALN Custodian** - The officer designated by the Head of Agency to exercise immediate supervision over SALN receipt, storage, release, and safekeeping. For the SEC, the Human Resources Management Division (HRMD) of the Human Resources Department shall serve as the SALN Custodian.
4. **SALN Review and Compliance Committee (SRCC)** - The Committee created under these Guidelines to review SALN submissions for completeness and compliance with CSC rules.
5. **Filing Periods** - The prescribed periods for SALN submission, whether upon assumption of office, annually, or upon separation from the service.
6. **Head of Agency** - The SEC Chairperson or his/her duly authorized official.

IV. SEC SALN REVIEW AND COMPLIANCE COMMITTEE

A. Composition of the SRCC and the SRCC Secretariat

A SALN Review and Compliance Committee (SRCC or the "Committee") is hereby constituted, composed of:

Chairperson: SEC Commission Secretary

Member: SEC General Accountant

Member: SEC Director of the Human Resources Department (HRD)

The HRMD of the HRD shall serve as the Secretariat of the SRCC. For the Extension Offices, the designated Administrative Officers shall act as focal persons for the submission of documents.

B. Functions

The SRCC shall:

1. Review submitted SALNs for completeness, proper accomplishment, and compliance with CSC MC No. 14, s. 2025;
2. Render an opinion to employees who fail to accomplish or file the SALN properly or who do not file the SALN;
3. Recommend appropriate action in cases of non-filing or persistent non-compliance;
4. Ensure confidentiality and proper handling of SALN records;
5. Verify the report submitted by the Secretariat;
6. Sign and ensure the execution of the requisite CSC-prescribed Certification and Summary List of Filers for transmission to said agency; and



7. Support the agency's compliance with constitutional and statutory requirements on SALN filing and reporting

The SRCC Secretariat shall:

1. Receive, log, and track all SALN submissions, both hard copy and electronic;
2. Conduct a preliminary review to ensure that SALNs are duly accomplished, signed, and notarized;
3. Notify declarants of deficiencies or required corrections;
4. Issue filing reminders and respond to employee inquiries regarding SALN submission;
5. Monitor submission compliance and prepare periodic compliance reports;
6. Ensure secure, confidential, and systematic storage of all SALNs and related records;
7. Prepare the List of Filers and Non-Filers for review and verification of the SRCC; and transmit the same to the repository agencies within the prescribed period of submission.

The Extension Offices Focal Persons shall:

1. Receive, log, and track all SALN submissions in their respective EOs, both hard copy and electronic;
2. Conduct a preliminary review to ensure that SALNs are duly accomplished, signed, and notarized;
3. Collate, scan and submit scanned copies of the SALN to the SRCC secretariat for review of the SRCC;
4. Notify declarants of deficiencies or required corrections as instructed/advised by the SRCC;
5. Ensure secure, confidential, and systematic storage of all SALNs and related records in their respective EOs; and
6. Prepare the List of Filers and Non-Filers for review and verification of the SRCC; and transmit the same to the SRCC secretariat and repository agencies within the prescribed period of submission.

V. SALN SUBMISSION GUIDELINES

A. Coverage

These Guidelines shall apply to all SEC officials and employees who are required to file their SALN under RA No. 6713 and CSC rules, whether in the career or non-career plantilla service and holding any level of position.

B. Filing Periods and Deadlines

In accordance with CSC MC No. 14, s. 2025, the period for filing of SALNs shall be as follows:

1. **Upon Assumption of Office** - Within thirty (30) calendar days from assumption of duty.
2. **Annual Filing** - SALN as of December 31 of the preceding year shall be filed not later than 30 April of the following year.
3. **Upon Separation from Service** - Within thirty (30) calendar days after effectivity of resignation, retirement, or other separation from service.

C. Mode of Filing

SALNs shall be accomplished using the official Updated SALN Form prescribed under CSC MC No. 14, s. 2025 (see attached Guidelines on Filling-out the 2025 SALN Form). All SALNs shall be duly accomplished, signed, and sworn to before an authorized administering officer or notary public.



All SALNs shall be submitted to the HRMD-HRD, which shall serve as the SALN Custodian, and shall issue an acknowledgment receipt upon submission. Late submission shall no longer be accepted.

In cases where the declarant is officially out of the office (e.g., on study leave, scholarship, or maternity leave, among others) at the time of SALN filing, remote filing shall be allowed. Such filing shall be made through electronic submission of the duly accomplished SALN, signed and sworn before an authorized administering officer or notary public.

D. Office-Specific Filing Requirements

Work Assignment of SEC Personnel	No. of Original Hard Copies to be prepared by Declarant	Deadline of Submission with the SRCC Secretariat
Headquarters	Four (4)	On or before 15 April
Luzon Extension Offices	Four (4)	On or before 15 April
Visayas and Mindanao Extension Offices	Four (4)	On or before 15 April for electronic copy submitted to the SRCC; On or before 15 May for the hard copy marked by the concerned Ombudsman office

The original copies of the SALN are intended for the following:

A. For the Headquarters and Luzon Extension Offices:

- 1) Civil Service Commission – for rank-and-file employees up to Director level; and Office of the President – for the Commissioners and Chairperson.
- 2) Department of Finance (DOF)
- 3) SEC Human Resources Department (HR);
- 4) Employee's copy

B. For Visayas and Mindanao Extension Offices:

- 1) Office of the Ombudsman;
- 2) Department of Finance;
- 3) SEC Human Resources Department;
- 4) Employee's copy

For the SEC personnel assigned in the SEC Headquarters, a copy of the SALN shall first be submitted to the SRCC Secretariat (HRMD) for review on or before **15 April**. Should there be corrections or findings by the SRCC, the declarant shall submit the corrected SALN based on the prescribed deadline under V.D.2 of this Office Order.

For SEC personnel assigned to the Luzon, Visayas, and Mindanao Extension Offices, copies of the SALN shall first be submitted to the SALN Focal Persons in their respective offices for collation, after which the same shall be transmitted to the SRCC Secretariat for review via electronic mail at **secsrcc@sec.gov.ph**, on or before 15 April. Should there be corrections or findings by the SRCC, the declarant shall submit the corrected SALN based on the prescribed deadline under V.D.2 of this Office Order.

Upon clearance by the SRCC, SEC personnel assigned to Luzon shall submit four (4) original hard copies of their SALN to the SRCC Secretariat. SEC personnel assigned to the Visayas and Mindanao Extension Offices shall submit one (1) original copy of their SALN to their respective repository agency or the Office of the Ombudsman, as applicable, and the remaining three (3) original



copies shall be submitted to the SRCC Secretariat. The proof of receipt from the Office of the Ombudsman shall likewise be submitted to the SRCC Secretariat on or before May 15.

E. Joint Filing of SALN

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

For joint filing of the SALNs, the SEC employee shall submit the required number of original hard copies of SALNs, duly stamped "received" by the declarant's office.

F. Review Procedure

1. The SRCC shall review SALNs submitted on time within two (2) calendar months from receipt thereof of the SALN Custodian, to determine whether the SALNs are complete and in proper form.
2. Upon the directive of the SRCC, incomplete or improperly accomplished SALNs shall be returned to the declarant for correction within a minimum period of five (5) days and a maximum period of fifteen (15) days from receipt thereof
3. Accepted and corrected SALNs shall be recorded and secured by the SALN Custodian.
4. Late submission of corrected SALNs shall not be allowed.

VI. NON-COMPLIANCE

Pursuant to 2025 Rules on Administrative Cases in the Civil Service, Rule 10, Section 63(B)(3), failure to file SALN in accordance with the prescribed guidelines constitutes a less grave offense punishable as follows:

First offense – Suspension of one (1) month and one (1) day to six (6) months

Second offense – Dismissal from the service

The administrative offense may be committed through, but is not limited to, the following:

1. Failure to file SALN within the prescribed period.
2. Failure to perform a corrective action on the SALN, as mandated by the SRCC, within the prescribed period.
3. Intentional failure to disclose or declare in the SALN of assets, liabilities, business interests, and financial connections.

VII. CUSTODY, CONFIDENTIALITY, AND ACCESS

1. SALNs shall be kept under the strict custody of the SALN Custodian of the HRMD.
2. SALN records shall be treated with confidentiality and released only in accordance with CSC rules, RA No. 6713, and other applicable laws.
3. Access to SALNs shall be governed by the procedures prescribed in CSC MC No. 14, s. 2025.

VIII. FINAL PROVISIONS

1. These Guidelines shall take effect immediately upon issuance.
2. All prior SEC internal issuances inconsistent with these Guidelines are deemed amended or superseded accordingly.
3. Matters not expressly covered herein shall be governed by CSC MC No. 14, s. 2025 and other applicable laws.

Issued on 27 February 2026 in Makati City, Philippines


Javey Paul D. Francisco
SEC Commissioner 



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Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

GENERAL SUBMISSION GUIDELINES

- The SALN shall be printed on a legal-size paper.
- To prevent unauthorized insertion or removal of any page, each page shall be numbered as “Page 1 of [total pages],” “Page 2 of [total pages]” and so on.
- The declarant is strictly required to accomplish all applicable information in the SALN form. Otherwise, such items should be marked with “N/A” or “Not Applicable”
- The accomplished form shall be computerized provided that the signature of the declarant is original.
- For annual (year-end) compliance, the SALN shall be submitted in four (4) duly accomplished, signed, and notarized copies.
- For assumption of office (entry) and separation from service (exit), the SALN shall be submitted in three (3) duly accomplished, signed, and notarized copies.
- All SALN submissions shall be personally accomplished by the declarant, and must be complete, accurate, and truthful, in accordance with existing laws, rules, and regulations.
- Incomplete, unsigned, or unnotarized SALNs shall be considered as not filed and shall be returned to the declarant for proper compliance.
- The SALN shall be submitted within the prescribed periods under CSC rules. Late submission shall constitute non-compliance, subject to applicable administrative sanctions.
- The declarant shall be personally responsible for the accuracy and completeness of the information declared in the SALN.

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

2025 SALN Form
Per CSC Resolution No. _____
Promulgated on _____

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 _____

I.

II.

DECLARANT:

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

POSITION:

AGENCY/OFFICE: _____

OFFICE ADDRESS: _____

SPOUSE:

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

POSITION:

AGENCY/OFFICE: _____

OFFICE ADDRESS: _____

I. TYPE OF COMPLIANCE

Identify the Type of Compliance and check the appropriate box:

- **Assumption of Office** – Select this if filing upon entry into government service. The date indicated should be your first day of service with the SEC.
- **Annual Filing** – Select this if filing the required annual submission covering the period 1 January to 31 December of the applicable year.
- **Exit** – Select this if filing upon separation from government service. The date indicated should be your last day of service with the SEC.

II. DECLARANT'S INFORMATION

- Provide personal details as required
- Ensure that all names are spelled correctly and are consistent with official records.
- The declarant shall also provide the name of his/her spouse. However, disclosure of the spouse's job title, office, and office address is not required, unless the spouse is also a public official or government employee.

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

SPouses, who are both public officials or employees, may file the SALN jointly or separately. The declarant shall check the appropriate box

III.

☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

If with multiple marriages, indicate name(s) of spouses, otherwise check the "NOT APPLICABLE" box.

☐ Not Applicable

IV.

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

NAME OF CHILD

AGE

III. MANNER OF FILING

Identify the Manner of Filing and check the appropriate box:

- **Joint Filing** – Select this if both spouses are government employees and agree to file one combined SALN.
- **Separate Filing** – Select this if each spouse will file his/her own SALN.
- **Not Applicable** – Select this if the declarant is single, or if the declarant is married but the spouse is not in government service.
- If with multiple marriages, list names of spouses. Otherwise, check "Not Applicable".
- If the declarant has more than one spouse, but only one spouse is in government service, the filing option applies only to that spouse.

IV. DECLARATION OF UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OLD

- The declarant must provide the required information for all unmarried children **below eighteen (18) years of age** who are living in his/her household, whether legitimate or illegitimate.
- Children shall be considered as living in the declarant's household even if they are not physically present, provided that they are dependent on the declarant for support.
- If there are no applicable entries, write "Not Applicable" in the first line provided.

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

V-A.

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: _____

V-A. REAL PROPERTIES

Declarants are required to declare all real properties falling under the following categories:

- **Titled Properties** – Properties legally registered under the declarant's or spouse's name.
- **Acquired Properties** – Properties obtained through purchase, sale, or any other legal means, excluding inheritance.
- **Inherited Properties** – Properties acquired through inheritance from deceased relatives or other sources.

Information to Provide for Each Property:

- **Exact Location** – Indicate the full address or legal description of the property.
- **Assessed Value and Fair Market Value** – Use the values indicated in the latest available tax declaration.
 - If the tax declaration is not readily available, values may be estimated using other government sources, such as information obtained from the Assessor's Office of the local government having jurisdiction over the property.
- **Year of Acquisition** – Indicate the year the property was acquired.
- **Mode of Acquisition** – Specify how the property was acquired (e.g., purchase, donation, inheritance).

Additional Notes:

- Each property must be declared separately, even if multiple properties are owned by the declarant or spouse.
- For jointly owned properties, indicate the declarant's share and the names of co-owners.
- Fair Market Value should reflect the property's value as of December 31 of the preceding year.
- Compute and indicate the acquisition cost in the space for "subtotal".

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

V-B.

b. Personal Properties

DESCRIPTION	ACQUISITION YEAR	ACQUISITION COST/ AMOUNT

Subtotal:**TOTAL ASSETS:**

Page 1 of ____

Signature/Initial of Declarant

V-B. PERSONAL PROPERTIES

Declarants are required to declare all personal properties falling under the following categories:

- **Registered Properties** – Properties registered with government agencies such as motor vehicle, boat, firearms, etc. should be declared individually
- **Cash and Bank Deposits** – Include all cash on hand, savings, and checking accounts.
- **Investments and Securities** – Stocks, bonds, mutual funds, and similar financial instruments.
- **Foreign Currency** – Declare in Philippine peso (PHP) based on the exchange rate as of December 31 of the preceding year.
- **Other Personal Properties** – Jewelry, collectibles, appliances, or other valuables.
- **Insurance** – Only declare the fund value of Variable Universal Life (VUL) insurance; there is no need to declare the life insurance coverage amount.

Information to Provide for Each Property:

- **Acquisition Year** – Year the property was acquired (multiple years are allowed for grouped items).
- **Cost** – Original cost or purchase price of the property.

Additional Notes:

- Grouping of assets such as cash in bank, jewelry, appliances, or stocks is allowed.
- Multiple acquisition years may be indicated for grouped items.
- Compute and indicate the subtotal of all personal properties to reflect total value accurately.

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

VI.

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH: Total Assets less Total Liabilities = _____

VI. LIABILITIES

Types of Liabilities to Declare:

- Loans and Borrowings** – Bank loans, housing loans, car loans, and other borrowing obligations.
- Credit Obligations** – Credit card balances, installment purchases, or similar payables.
- Other Liabilities** – Obligations to government agencies or private entities, including unpaid taxes, fees, or other financial commitments.

Information to Provide for Each Liability:

- Name of creditor or institution
- Outstanding balance as of December 31 of the preceding year

Additional Notes:

- Liabilities of the same type may be grouped and declared as one entry.
- When grouping liabilities, list all concerned institutions or creditors covered by the grouped declaration.
- Individually declare liabilities that are significant or secured by specific assets (e.g., housing or vehicle loans), when applicable.
- Always compute and indicate the subtotal of all liabilities to reflect total outstanding obligations accurately.

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

VII.

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

VII. BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

- **Name of Entity / Business Enterprise** – Indicate the registered name of the business or organization.
- **Business Address** – Provide the complete business address.
- **Nature of Business Interest and/or Financial Connection** – Specify the type of interest or connection (e.g., owner, partner, stockholder, director, officer, employee, consultant, creditor, etc.).
- **Date of Acquisition of Interest or Connection** – Indicate the date or year the interest or connection was acquired.

Additional Notes:

- Declare all existing business interests and financial connections as of December 31 of the preceding year.
- If multiple entities exist, list each separately.
- If none exist, check "I/We do not have any business interest or financial connection and write "Not Applicable" in the first line provided.

Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

VIII.

RELATIVES IN THE GOVERNMENT SERVICE(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso⁶¹)☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

VIII. BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

- **Name of Relative** - Full name of the relative in government service.
- **Relationship** - Indicate the family relationship (e.g., father, mother, brother, sister, uncle, aunt, bilas, balae, in-law).
- **Position** - Specify the government agency, office, or government-owned/controlled corporation where the relative is employed.
- **Name of Agency/Office and Address** - Provide the relative's official position, designation, or role in the agency or office.

Additional Notes:

- Declare all relatives in national government agencies, local government units, government-owned or controlled corporations, and government instrumentalities within the fourth degree of consanguinity or affinity, including bilas, balae, and in-laws.
- If multiple relatives exist, list each separately.
- If none exist, check "I/We do not know of any relative/s in the government service and write "Not Applicable" in the first line provided.



Guide to Filling Out the 2025 Statement of Assets, Liabilities, and Net Worth (SALN) Form

IX.

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)

IX. CERTIFICATION AND NOTARIZATION

Declarant

- The declarant should indicate the date the form was accomplished.
- The declarant must sign in the designated space.
- The declarant must provide a government-issued ID, including the type, number, and date issued.

Co-Declarant / Spouse:

- If the spouse is in government service, the spouse must sign in the co-declarant portion and provide government-issued ID details.
- If the spouse is not in government service, no signature or ID details are required.

Oath / Notarization

- The form must be notarized by a duly authorized person (e.g., notary public).
- The date of notarization and the details of the officer administering the oath must be indicated.