



Republic of the Philippines
DEPARTMENT OF HEALTH
Davao Center for Health Development
Southern Philippines Medical Center



January 24, 2025

HOSPITAL MEMORANDUM

No. 26, s. 2025

TO : ALL PLANTILLA PERSONNEL OF SPMC AND CASUAL PERSONNEL OF NSC-MINDANAO

SUBJECT : ANNUAL FILING OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) as of DECEMBER 31, 2024

Pursuant to Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all public officials and employees are mandated to accomplish and submit under oath their Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of the end of the preceding year.

Hence, *all concerned personnel are hereby required to submit three (3) copies of their SALN for the year ending December 31, 2024 on or before February 28, 2025 (Friday) at the Human Resource Management Office (HRMO).*

Failure to file the SALN is a ground for administrative disciplinary action, without prejudice to criminal and civil liabilities as may be provided by law.

Kindly take note of these important guidelines to avoid the common issues in the filling-out and submission of the said form, to wit:

1. Use the latest SALN form (Revised January 2015)
2. Use folio/long size paper (8.5 x 13 inches) and print back to back copies
3. Three (3) original copies must be submitted per employee (1 each for the employee, HRMO file and Office of the Ombudsman)
4. The date of SALN shall be **“As of December 31, 2024”**
5. Indicate the exact location of the items listed under Real Properties
6. Indicate “N/A” for fields that do not apply
7. Leave blank the field “Person Administering Oath” since there are multiple SPMC officials who are authorized to administer oath.
8. Husband and wife who are both employed in the government may file jointly or separately. Please check whether the SALN is a “Joint Filing” or “Separate Filing”.
9. Employees whose spouse cannot sign in their SALN shall attach a signed letter of justification as to why his/her spouse cannot affix his/her signature.
10. It is encouraged that each Office or Department collectively submit the SALN of their employees. There must be two (2) copies of summary or transmittal upon submission.
11. HRMO will facilitate the signing of the SALN by the authorized officials (i.e. Medical Center Chief, Chief Administrative Officer, and Attorney IV / Legal Officer). Hence, the offices or departments may submit the SALN even without the signature of the aforementioned authorized officials.
12. It is also acceptable if an employee prefers to have his/her SALN subscribed and sworn to by any notary public.

For guidance and strict compliance.


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