



**STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)
REQUEST FORM**

To be accomplished by the processor (Check to indicate if yes):

1. Is the requested SALN in the custody of the Office of the Ombudsman pursuant to R.A. 6713, Rule VII, Section 1 (c) and CSC Memorandum Circular No. 20, s. 1994?
2. Has the requester presented the original of at least two government issued ID?
Check any of the following:
 - GSIS/SSS ID
 - TIN/Pag-IBIG/Philhealth ID
 - Passport
 - Driver's license
 - PRC ID
 - IBP ID
 - (If requester is a student) Student ID
3. Once the request has been approved:
 - a. Did the requester pay for reasonable cost for reproduction?
 - b. Is the form subscribed and sworn to before an administering officer?
 - c. Is the private address of the owner of the SALN blackened?

Processor

1. Name of Requester: _____

2. Residential or Business Address of Requester:

3. Residential or Business Telephone Nos. _____

4. Official/Employee whose SALN is being requested and his/her/their position/government agency:

5. What is/are the inclusive date(s) of the SALN being requested?

From (year) _____ To (year) _____

6. What is/are the purpose for the request?

a. To undertake a study for school

b. For dissemination to the general public by news and communication media

c. Upon a court subpoena duly signed by a Presiding Judge in a pending criminal case or in the case of another quasi-judicial agency, upon request personally signed by its authorized officer/representative

d. Other purpose(s)

I hereby certify under oath that the undersigned is the person whose name and signature appears hereunder and that the above-requested Statement of Assets Liabilities and Networth will be used for the above-mentioned purpose and for no other purpose. Neither will the contents thereof be disclosed to a third-party who is not the requester of the said SALN.

In cases where a study is conducted for school the name of the owner of the SALN shall not be disclosed but referred to in general terms (e.g. mayor of a city in Metro Manila) in order to protect the identity of the public officials or employees from unnecessary disclosure. In all cases the private address of the owner of the SALN shall not be disclosed, except those addresses indicating the location of the real property.

Should I violate the terms of this undertaking, I understand that the official or employee concerned may bring an action against me and that as a consequence thereof, the Court in which such action is brought may assess a penalty in an amount not to exceed twenty-five thousand pesos (P25,000). If another sanction under any other law is heavier, the latter shall apply¹

Requester's Signature

Date

Community Tax Certificate No.

Issued In

Issued On

SUBSCRIBED AND SWORN TO before me on this _____ day of _____, 20____, affiant exhibiting his/her Community Tax Certificate as indicated above.

(Person Administering Oath)

¹ Section 11 (d) of Republic Act No. 6713