



**PART III - UNDERTAKING AND AGREEMENT**

**I HEREBY CERTIFY UNDER OATH**

- 1 That I am the person whose name and signature appears hereunder;
- 2 That the requested SALN will be used only for the specific purpose stated above and for no other purpose;
- 3 That I will not disclose the contents to any third party not authorized to receive said SALN;
- 4 That I shall exercise due diligence in safeguarding the SALN copy and immediately report any loss or theft to the Office of the Ombudsman within twenty-four (24) hours of discovery;
- 5 That I have not misused any information previously obtained from this Office;
- 6 That if I publish, broadcast, or publicly disseminate any output derived from the obtained SALN, I shall submit a copy or accessible link to the Office of the Ombudsman within five (5) calendar days from first publication;
- 7 That if I republish, edit, or create subsequent versions of any output derived from SALN, I shall submit each such version to the Office of the Ombudsman within five (5) calendar days;
- 8 That for academic research, I shall not disclose the identifies of concerned officials but refer to them in general terms (e.g., "mayos of Metro Manila"); and
- 9 That I undertand the released SALN will have certain information redacted including home addresses, minor children's details, signatures, and government ID numbers to protect privacy.

**I UNDERSTAND THAT:**

- 1 Violation of this undertaking may result in legal action under Section 11(d) of R.A. No. 6713 and denial of future requests;
- 2 Failure to report loss/theft of the SALN copy may be considered gross negligence and shall make me liable for any resulting misuse of the document;
- 3 The Office of the Ombudsman may use my submitted outputs for monitoring, verification, investigation, and policy improvement;
- 4 By signing below, I agree to the Ombudsman Privacy Policy and give my consent to the collection and processing of my personal data in accordance thereto; and
- 5 Approval of this request is subject to the guidelines in Memorandum Circular No. 3, Series of 2025.

\_\_\_\_\_  
*Requesting Party's Signature Over Printed Name:*

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting valid identification

Person Administering Oath (Name/Designation/Office): \_\_\_\_\_

CRD/CREMEB REMARKS	PAYMENT DETAILS
<p>Estimated time/date of release: _____</p> <p style="text-align: center;">_____ Signature Over Printed Name</p>	<p>No. of pages: _____</p> <p>Amount paid: _____</p> <p>OR No. _____</p> <p>Date of payment: _____</p>

**Recommended Action or Remarks:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVED/DISAPPROVED:**

**Director, Public Assistance Bureau**  
 Signature Over Printed Name Date: \_\_\_\_\_

**GROUND FOR DISAPPROVAL:** \_\_\_\_\_

**PART IV - RELEASE INFORMATION**

Claimed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Claimed: \_\_\_\_\_