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**HUMAN RESOURCE GROUP**

Office Circular No.2024- 017

FOR : **ALL PDIC REGULAR EMPLOYEES**  
FROM : THE OFFICER-IN-CHARGE  
SUBJECT : **SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR CY 2023**  
DATE : January 18, 2024

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Pursuant to the *Code of Conduct and Ethical Standards for Public Officials and Employees (Sec 8(A) RA 6713)*, all **regular** employees are required to file under oath their SALN as of December 31, 2023 using prescribed form.

In this regard, please accomplish the attached SALN Form in **four (4) copies, all with original signatures**, and submit to the Human Resource Administration Department on or before **February 28, 2024**.

The early submission of SALNs will enable the Review and Compliance Committee (RCC) to conduct an appropriate review in line with the Civil Service Commission (CSC) MC No. 3, s. 2013. The same are to be submitted to the CSC on or before June 30, 2024.

To ensure that your SALN is properly accomplished, please refer to the attached **Frequently Asked Questions on the SALN and Guidelines in Filling Out the SALN Form**.

For your information and strict compliance.

Thank you.

**EUGENE V. BORLONGAN**

**Attachments:**

SALN Form as of December 31, 2023

SALN Form Additional Sheet for the Declarant as of December 31, 2023

SALN Form Additional Sheet for exclusive properties of the declarant's spouse & unmarried children below (18) years of age living in declarant's household as of December 31, 2023

Frequently Asked Questions on the SALN

Guidelines in Filling Out the SALN Form