

**Memorandum Order No. 25-281**  
Series of 2025

**Subject :** **Submission of Sworn Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service (SALN) as of 31 December 2024**

Pursuant to the provisions of R.A. 6713, otherwise known as “*The Code of Conduct and Ethical Standards for Public Officials and Employees*” and in compliance with CSC MC No. 2, Series of 2013 which announced the use of Revised SALN, all DTI Officials and Employees are hereby directed to accomplish the attached SALN form in three (3) original copies.

In line with this, the Review and Compliance Committee (RCC) which shall evaluate the SALN Forms submitted to determine whether the same were submitted on time, accomplished completely and in proper form, shall be composed of the following Human Resource Management Division (HRMD) Staff:

**Chairperson:**

- Krisonne Dhel H. Sariol: Officer-in-Charge, Human Resource Management Division (HRMD)

**Members:**

- Rhapsody DP. Berbon: Administrative Officer V
- Ronalyn P. Nicolas: Administrative Officer V
- Ivy R. Obedoza: Administrative Officer IV
- Shaira C. Aguirre: Administrative Officer II

All Officials and Employees are reminded that under Section 46 (D) (8), Rule 10 of the Revised Rules on Administrative Cases in the Civil Service, failure to submit SALNs is punishable with the following penalties:

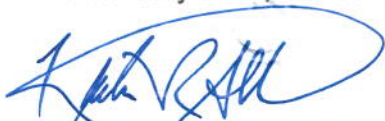
- 1<sup>st</sup> Offense - Suspension for (1) month and one (1) day to six (6) months
- 2<sup>nd</sup> Offense - Dismissal from the service

To provide ample time for the Review and Compliance Committee to examine the SALN Forms, HR Partners shall forward the accomplished forms to HRAS no later than **07 February 2025**.

This Order shall take effect immediately. Provisions of existing orders and such other issuances inconsistent with this are deemed repealed or amended.

For your information, guidance and strict compliance.

20 January 2025, Makati City.



**KRISTIAN R. ABLAN**  
Assistant Secretary and Supervising Head,  
Management Services Group