



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Office of the University President
Puerto Princesa City



MEMORANDUM

Series of 2026

TO: ALL REGULAR EMPLOYEES

SUBJECT: SUBMISSION OF SWORN STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALN) AND UPDATED PERSONAL DATA SHEET (PDS)

DATE: January 8, 2026

Pursuant to RA No. 6713, all government officials and employees are required to submit their Sworn Statements of Assets, Liabilities, and Net Worth (SALN) at the end of each calendar year. In this regard, all regular employees are hereby reminded to submit their duly accomplished SALN forms to the Office of Human Resource Development and Management (OHRMD) through their respective College Dean, Unit Head, and Campus Directors on or before February 3, 2026.

The College Deans, Unit Heads, and Campus Directors, after conducting a thorough review and consolidation of the submitted forms, are required to submit the consolidated SALN forms, along with a transmittal letter, to the OHRMD on or before February 23, 2026. This timeline ensures sufficient time for the SALN Review and Compliance Committee to evaluate and prepare preliminary reports for submission to the Office of the Ombudsman.

To assist employees in complying with these requirements, the OHRMD will conduct a virtual orientation on properly filling out the SALN and PDS forms on January 14, 2026, at 9:00 AM. All employees are strongly encouraged to attend this session to ensure the accurate and complete submission of these documents. Included below is the link for the virtual orientation:

VIRTUAL ORIENTATION LINK:

Zoom link: <https://gqr.sh/rNAa>
Meeting ID: 837 6463 7470
Passcode: 068736

Additionally, all employees are reminded that it is mandatory to submit their updated Personal Data Sheet (PDS) on or before the aforementioned date at the OHRMD. This is necessary to update the profiles of all employees.

For your information and strict compliance.


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OIC, Office of the University President

Cf: VPFA
CAOs-Admin & Finance Division
SAOs-Admin & Finance Division
OHRMD
All Campuses



Republic of the Philippines
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SALN and PDS Orientation



<https://gqr.sh/rNAa>

GUIDE IN FILLING UP THE 2025 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

1. GENERAL GUIDELINES

- All Employees are required to use the **2025 SALN Forms**.
- SALN must be accomplished in **SIX (6) COPIES ALL WITH ORIGINAL SIGNATURES**. All pages must also be signed.
- All fields are required to be filled. Otherwise, such items should be marked with "N/A" or "not applicable". Please do not leave any items blank.
- Please **remember to tick the appropriate boxes** that apply to your situation.
- Please indicate the pagination and date of filing of your SALNs.
- **ALL ERASURES/CORRECTIONS MUST BE SIGNED IN FULL, AS IN THE SIGNATURE PORTION.**

2. BASIC INFORMATION:

- a. "Joint Filing" and "Separate Filing" are only for employees whose spouses are also government employees. Single employees, or those whose spouses are either self-employed, not currently employed or working for private employers, should tick "**Not Applicable.**"

Further, for those who prefer to have their joint SALNs administered by their spouses' government agencies/offices, please submit **SIX (6) COPIES OF THE SAME, ALL WITH ORIGINAL SIGNATURES**.

- b. Revising/Editing the SALN Form that will result in movement of the last entry ("**Total Assets a+b**") which should be in the first page, to the next page is not allowed. "**Liabilities**" and "**NET WORTH: Total Assets less Total Liabilities**" should be reflected in the second page. Please use "Additional Sheets," as necessary to keep the prescribed format.
- c. Both spouses shall sign the SALN Form, whether the spouse is in the private or government sector, filing jointly or separately and,

whether legally separated or separated-in-fact. If no signature can be obtained, please state the reason/explanation.

- d. For those whose children are 18 years old and above as of December 31, **2025** please do not include them in your list of unmarried children living in your household.

3. REAL PROPERTIES:

- a. Please indicate the **DESCRIPTION, KIND, and EXACT LOCATION** of the real property. **EXACT LOCATION** is defined as at least the barangay, town/city and provincial address where the property is located.
- b. For the mode of acquisition of your property, please use the following terms as to what is appropriate: **PURCHASE, DONATION, INHERITANCE, CONSTRUCTION, TRUST, MORTGAGE or EXCHANGE.**
- c. For the **CURRENT FAIR MARKET VALUE** and the **ASSESSED VALUE**, please refer to the amount indicated in the tax declaration of the properties concerned. In the absence of a fair market value and/or assessed value, please indicate **"NO DATA AVAILABLE."**
- d. In case of purchase by installment of immovable properties and the title is not yet in the name of the declarant, the total payments made shall be reported as **Equity in Installment Purchase** under **PERSONAL PROPERTY**. It is only when the title of Real Property is transferred to the buyer that the property is declared as a **REAL PROPERTY** in the SALN.
- e. Excluded in the computation of real properties are:
1. Real properties of unmarried children below 18 years of age living in the declarant's household.
 2. Paraphernal property (exclusively owned by the wife) and Capital property (exclusively owned by the husband).
- f. Included in the computation:
1. Community property
 2. Conjugal property

4. PERSONAL PROPERTIES:

- a. Please provide the **DESCRIPTION, YEAR ACQUIRED, and AMOUNT** of the personal property.

- b. In declaring your provident fund contributions, please provide the **gross corporate and personal shares**.
- c. For insurance policies, only the premiums paid as of December 31, 2025 shall be disclosed.
- d. For properties that are co-owned with other individuals, the declarant shall disclose the proportionate amount of his/her share in the property.

5. LIABILITIES:

- a. In declaring your liabilities please provide the **NATURE & NAME OF CREDITORS**.
- b. **Outstanding Balance** shall refer to the balance that is still due as of December 31, 2025

6. RELATIVES IN THE GOVERNMENT

- a. In declaring your relatives in the government, please provide the information of all your relatives within your **fourth degree of consanguinity or affinity**. These include your *balae* (parent of your son/daughter-in-law), *bilas* (the wife/husband of your brother/sister-in-law) and *inso* (the wife of your older brother) and any other similar relations.

7. SIGNATURE AND OATH:

- a. Please remember to indicate your and your spouse's government IDs. Your **PDIC ID** is accepted as a government ID. Please indicate your **date of assumption** for the issuance date of your PDIC ID.

Further, please remember to provide your and your spouse's signature to avoid the return of your SALN.

GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS)

Warning:

Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

Please fill out each of the fields in the PDS when applicable.

Note:

- The PDS may be accomplished using the MS Word format or MS Excel format.
- In the MS Excel format, all the tick boxes will automatically be marked once clicked.
- The PDS must bear the wet signature/e-signature/digital certificate of the employee and date of accomplishment at the bottom of every page.
- Entries in the PDS may be filled out through handwriting or via typewriter/computer. If handwritten, entries should be in block capital (e.g. PRINT) format using a pen.
- All information should be provided accurately.
- Do not leave blank entries. Put N/A if not applicable.
- The additional sheet for work experience should be accomplished as a required attachment to the PDS.

I. Personal Information

- Employee's name is to be filled out in the following format: surname, first name, name extension (if any), middle name. A space is allotted for each character or letter in the name.
- Dates are in numeric format: dd/mm/yyyy.
- Specifics should be given to "Others" response in the civil status field.
- Agency employee number refers to employee ID number in the current agency.
- For holders of foreign/dual citizenship, please select from the dropdown list the foreign country where you were born/naturalized or type/write the same in the space provided therein.

II. Family Background

- Names of spouse and parents are to be filled out the following format: surname, first name, name extension (if any), middle name.
- Mother's name is her maiden name, or name when she was single or before marriage.
- List full names (first name and surname) of ALL your children.
- Date of birth is in numeric format: dd/mm/yyyy

III. Educational Background

- Indicate FULL name of schools. DO NOT ABBREVIATE.
- For Elementary Level, indicate ELEMENTARY if graduated
- For Secondary Level, indicate HIGH SCHOOL if graduated under the old curriculum; or JUNIOR HIGH SCHOOL or SENIOR HIGH SCHOOL if graduated under the K-12 curriculum.
- Indicate in FULL all courses taken in college (e.g. ASSOCIATE IN ARTS, AB ECONOMICS, BS PSYCHOLOGY, MA IN HISTORY).
- Indicate all masters or doctorate degrees taken.
- If graduated for every level, indicate year of graduation.
- If not graduated in any level, indicate the highest grade, level or units earned.
- Period of attendance are stated in school years (e.g. 1992-1996)
- Indicate any scholarship and/or academic honors received in each level.

IV. Civil Service Eligibility

- Indicate all civil service eligibilities earned with corresponding rating, date and place of examination/conferment.

Example:

Career Service Sub-Professional	EO132/790 – Veteran Preference Rating
Career Service Professional	PD 907 – Honor Graduate
Career Service Executive	RA 7883 – Barangay Health Worker
Stenographer	Barangay Official
PD 997 – Scientific and Technological Specialist	

- If earned eligibility entails a license (RA 1080), indicate the license number and its date of expiry (valid until).

V. Work Experience

- Indicate all positions held both in the public and private employment starting from current work.
- Inclusive dates are indicated in numeric format: dd/mm/yyyy.
- Indicate FULL position titles and COMPLETE NAME of department/agency/office/company. DO NOT ABBREVIATE.
- Indicate status of employment (e.g. permanent, temporary, casual, contractual)
- Indicate "yes" under government service if position held is in the public or government employment or "no" if held in the private employment.
- Additional sheet for work experience should be accomplished and submitted together with the PDS in case of application to a vacant position. This should be accomplished only for work experience relevant to the position being applied to.

VI. Voluntary Work or Involvement in Civic/Non-Government/People/Voluntary Organizations

- Indicate the FULL name and address of the organization where involved as voluntary worker.
- Inclusive dates, start (from) and end (to) should be in numeric format: dd/mm/yyyy.
- Indicate the number of hours of voluntary work rendered.
- Indicate the position/nature of voluntary work rendered.

VII. Learning and Development Interventions

- Indicate FULL titles of learning and development (L&D) interventions attended during employment. Indicate list from the most recent L&D.
- Inclusive dates of attendance, start (from) and end (to) should be in numeric format: dd/mm/yyyy.
- Indicate the number of hours attended for program.
- Indicate the type of L&D intervention (e.g. managerial, supervisory, technical).
- Indicate the FULL name of institution/agency that conducted or sponsored the program. DO NOT ABBREVIATE. (e.g. CSC should be Civil Service Commission).

VIII. Other Information

- Indicate special skills /hobbies.
- Indicate in FULL non-academic distinctions/recognition (awards received)
- Indicate membership in any professional association/organization by writing in FULL said association/organization.

34-40

- Indicate response to questions 34 to 40 on the right side of the sheet.
- Provide details or specifications for any yes response.

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- Indicate the FULL name of references with the format FIRST NAME, MI, SURNAME, their office or residential addresses and respective contact numbers (mobile and/or landline) and/or email addresses.

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- As agreement to and for completion of the PDS, the employee's signature and right thumb mark (for those who are unable to sign) should be affixed in the boxes provided. Indicate also the government ID number and date of issuance in the boxes provided. Lastly, attach a passport-sized ID or unfiltered digital picture (4.5 cm. x 3.5 cm) taken within the last six (6) months.