



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Sen. Miriam P. Defensor-Santiago Avenue (*formerly Agham Road*)  
Brgy. Bagong Pag-Asa, Quezon City 1105

**MEMORANDUM CIRCULAR NO. 3**  
Series of 2025

**GUIDELINES ON PUBLIC ACCESS TO STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH (SALNs) FILED WITH THE OFFICE OF THE OMBUDSMAN**

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**WHEREAS**, the 1987 Constitution of the Republic of the Philippines, in Section 17, Article XI, mandates that a public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth, and further provides for the public disclosure of such declarations for high-ranking officials;

**WHEREAS**, the Administrative Code of 1987, Book I, Chapter 9, Section 34, reinforces this constitutional mandate;

**WHEREAS**, Republic Act No. 6713, or "The Code of Conduct and Ethical Standards for Public Officials and Employees," in Section 8, explicitly affirms that "public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests," and further requires that "all public officials and employees, whether regular or under temporary status," are required to file such statements;

**WHEREAS**, the same Act requires the execution of an authority in favor of the Ombudsman to obtain documents for verification, thereby establishing a crucial role for this Office in ensuring the integrity of the declarations;

**WHEREAS**, the Constitution also guarantees the right to privacy, and Republic Act No. 10173, the "Data Privacy Act of 2012," requires a balance between the free flow of information and the protection of personal data;

**WHEREAS**, the right to information goes hand-in-hand with the constitutional policies of *full public disclosure and honesty in the public service*, and that the Constitution itself, under Section 17, Article XI, has classified the information disclosed in the SALN as a matter of public concern, giving rise to a "duty to disclose" that sprang from the people's "right to know";

**WHEREAS**, the Office of the Ombudsman, in the performance of its constitutionally mandated quasi-judicial functions, must be protected from requests for information that are intended to unduly influence, harass, or intimidate its officials and staff, thereby safeguarding its independence and objectivity;

**NOW, THEREFORE**, pursuant to its mandate under the Constitution and Republic Act No. 6770 ("The Ombudsman Act of 1989"), and in faithful implementation of Republic Act No. 6713, Section 8, the Office of the Ombudsman hereby adopts the following guidelines to give effect to the public's right to know, while reasonably balancing the same with the individual's right to privacy and the imperative to protect the integrity of its functions.

### **SECTION 1. Statement of Policy.**

In accordance with the constitutional and statutory mandates cited above, it is the policy of the Office of the Ombudsman to uphold the public's right to information on matters of public concern. All Statements of Assets, Liabilities, and Net Worth (SALNs) filed with this Office, including its area and sectoral offices, shall be accessible and made available to the public for inspection and reproduction during reasonable hours of working days, subject to the reasonable limitations and procedural safeguards herein provided which are intended to prevent any abuse of the right to information and to protect the right to privacy of declarants.

### **SEC. 2. Coverage.**

These Guidelines shall apply to all SALNs filed with the Office of the Ombudsman, including its area and sectoral offices, by public officials and employees as required under Section 8 of Republic Act No. 6713 and other relevant laws, rules, and regulations.

### **SEC. 3. Period of Accessibility.**

- (a) The head of each covered Office, Department, Bureau, or Agency, through its administrative/personnel division, shall be responsible for the complete collection of SALNs and shall submit them to the appropriate Office of the Ombudsman, accompanied by a Summary Report certified by the head of the agency listing compliant and non-compliant personnel, on or before May 31 of every year.
- (b) A grace period for submission to the Ombudsman shall not be permitted, except in cases of *force majeure* or other exceptionally meritorious grounds as may be determined by the Office of the Ombudsman upon a formal written request by the head of the agency. Delayed submissions shall be noted in the Summary Report.
- (c) Considering that the reglementary period for filing complaints under Section 11 of Republic Act No. 3019 is now twenty (20) years pursuant to Republic Act No. 10910, and taking into consideration modern technology for documentary

storage, the existing inventories of SALNs on file with the Office of the Ombudsman shall not be destroyed and shall be digitally stored.

- (d) The SALNs filed with this Office shall be made available to the public for inspection and reproduction after they have been processed and recorded into the official repository, but in no case shall they be available earlier than ten (10) working days after the final submission deadline from all government agencies.

#### **SEC. 4. Where to File Request.**

- (a) A request for a copy of a SALN shall be filed with any Public Assistance and Corruption Prevention Office (PACPO) at the Central Office, or any Public Assistance and Corruption Prevention Bureau (PACPB) at the area or sectoral offices.
- (b) The PACPO or PACPB receiving the request shall be responsible for determining the official repository and, if necessary, internally forwarding the request to the appropriate office within the Ombudsman.
- (c) For the guidance of the Office and to ensure proper record-keeping, the official repositories of SALNs filed with the Office of the Ombudsman are as listed in Annex "B".
- (d) For public officials or employees not explicitly covered in the foregoing list, or for newly created government offices, the Central Office shall serve as the default repository, unless otherwise provided by law.

#### **SEC. 5. Submission of Corrected SALNs.**

- (a) Any public official or employee who files a corrected, amended, or supplementary SALN with their respective agency must ensure that a copy of such corrected filing is submitted to the appropriate Office of the Ombudsman within thirty (30) calendar days from the date of correction.
- (b) The concerned administrative/personnel division of the covered office, department, bureau, or agency shall be responsible for forwarding all corrected SALNs to the Office of the Ombudsman in accordance with the submission timeline in Section 3.
- (c) Upon receipt of a corrected SALN, the Office of the Ombudsman shall:
  1. Maintain both the original and corrected versions in the official repository;
  2. Make the corrected version available as the primary document for public access;
  3. Note in the record that the document has been corrected or amended; and
  4. If a requester has previously obtained the original SALN within the last sixty (60) days, notify them of the availability of the corrected version.
- (d) For purposes of public access and any investigation, the most recently filed corrected SALN shall be considered the operative document.

## **SEC. 6. Procedure.**

- (a)** Except in the case of a subpoena or official request from a quasi-judicial or investigative body, or as may be determined by the Ombudsman, all SALN requests shall be made by filling up the prescribed SALN Request Form (Annex "A") in duplicate copies, subscribed and sworn to before any authorized officer of this Office.
- (b)** The requesting party shall present the original of at least two (2) identification cards, one of which must be a government-issued ID. Special provisions apply for media and student requesting parties.
- (c)** All requests for copies of SALNs shall be granted, except where:
  - 1. This Office is not the official repository;
  - 2. The requested SALN is not on file;
  - 3. The request is for an unauthorized commercial purpose;
  - 4. The requesting party has a derogatory record of misuse;
  - 5. The request is linked to a pending case to influence or harass;
  - 6. There is evidence of extortion or safety threats;
  - 7. The identity of the requesting party is fictitious; or
  - 8. The purpose is contrary to law, morals, or public policy.
- (d)** The SALN request shall be assessed by a processing officer and reviewed by the PACPO or PACPB. Requests involving grounds for denial shall be referred to the Office of Legal Affairs.
- (e)** All requests shall be acted upon within a reasonable period;
- (f)** To uphold the privacy of the declarant and their family, and in accordance with the principle of proportionality, the following information shall be redacted from any SALN copy released to a requesting party:
  - 1. The complete home address of the declarant;
  - 2. The names, dates of birth, and ages of any unmarried children below eighteen (18) years of age living in the declarant's household; and
  - 3. The signatures of the declarant and co-declarant, if any.
  - 4. The government-issued identification numbers of the declarant and co-declarant.
- (g)** All copies released shall bear a visible watermark, control number, and a disclaimer that it is a redacted copy issued to a specific requesting party.
- (h)** The requesting party shall pay the costs of reproduction/certification.
- (i)** Any requesting party who publishes, broadcasts, or otherwise publicly disseminates any output (including but not limited to news articles, television segments, online posts, or research papers) derived from the obtained SALN, including any subsequent republication, edited version, or update of such output, shall submit a copy or accessible link of each such output to the Office of the Ombudsman through the same PACPO or PACPB where the original request was filed. This submission must be made within five (5) calendar days from the date of each publication, republication, or dissemination.

- (j) The PACPO or PACPB may utilize submitted outputs for the following purposes, consistent with its role of monitoring the use of public information and preventing misuse:
1. Monitoring and Record-Keeping: To maintain a record of how SALN information is utilized by the public and media.
  2. Compliance Verification: To verify that the usage aligns with the purpose stated in the SALN Request Form.
  3. Investigation: To initiate an investigation if the output indicates potential misuse, misrepresentation, or a violation of the requesting party's undertaking.
  4. Policy Improvement: To analyze usage patterns for the improvement of these guidelines and public accountability mechanisms.
- (k) Non-submission of the required output may be considered a violation of the requesting party's undertaking and shall be a ground for denying future SALN requests from the same individual or organization.

#### **SEC. 7. Public Record.**

- (a) The SALN request form shall be treated as part of the public record. A public official may obtain a copy of any request form relating to them.
- (b) An official may obtain the requesting party's information upon a written demonstration of specific violations, including:
1. Evidence of improper public dissemination;
  2. Evidence of harassment or extortion; or
  3. Other clear misuse.
- (c) Such requests shall be filed with the PACPO or PACPB and referred to the Office of Legal Affairs, which shall decide within fifteen (15) working days.

#### **SEC. 8. Lifestyle Check.**

- (a) Where a requesting party has evidence of assets manifestly disproportionate to income, they may file a formal complaint with the Field Investigation Office at the Central Office or the Field Investigation Bureau at the area or sectoral offices.
- (b) The complaint shall be in writing and include:
1. Facts and evidence;
  2. Identified assets/lifestyle;
  3. Known income sources; and
  4. Attempts to secure the SALN.

#### **SEC. 9. Miscellaneous Provision.**

These guidelines apply exclusively to requests for SALNs. Requests for other documents like CVs shall be referred to the concerned office.

**SEC. 10. Official Verification and Public Advisories.**

- (a) The PACPO or PACPB shall maintain an official verification service for SALNs filed with the Office of the Ombudsman. The public may submit a SALN for authentication for a fee.
- (b) To combat disinformation, the Office of the Ombudsman may issue public advisories to confirm or denounce SALNs in circulation.
- (c) The public is encouraged to verify SALNs through the official service.

**SEC. 11. Prohibition and Legal Consequences.**

- (a) The creation, alteration, or dissemination of a fraudulent SALN is prohibited.
- (b) Violations include:
  - 1. Creating or altering a fraudulent SALN; or
  - 2. Knowingly disseminating a genuine SALN with false context.
- (c) Violators are subject to criminal and civil liabilities under existing laws.

**SEC. 12. Transitory Provision.**

This Circular applies prospectively. Pending requests shall be processed under previous guidelines, unless this Circular is more favorable.

**SEC. 13. Repealing Clause.**

Memorandum Circular No. 01, series of 2020, and all inconsistent issuances are repealed.

**SEC. 14. Effectivity.**

This Circular takes effect fifteen (15) days after publication and filing with the UP Law Center.

Done this 14 day of October, 2025, in Quezon City, Philippines.

**JESUS CRISPIN C. REMULLA**  
Ombudsman





Republic of the Philippines  
Office of the Ombudsman  
Sen. Miriam P. Defensor-Santiago Ave. (formerly Agham Road),  
Brgy. Bagong Pag-asa, Diliman, Quezon City 1105

**FOR OMB USE:**

SALN REQUEST CONTROL NO.: \_\_\_\_\_  
Date and Time Received: \_\_\_\_\_  
Receiving Officer: \_\_\_\_\_

**WHAT ARE THE REQUIREMENTS?**

- a. Two (2) copies of duly accomplished SALN Request Form (OMB Form 9)
- b. Two (2) valid IDs (at least 1 Government-Issued ID)
- c. Additional requirement for media: Press ID with proof of accreditation
- d. Additional requirement for student: School indorsement
- e. Payment of fees (P20.00 per page)

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

\_\_\_\_\_ Area/Sectoral or Central Office

**PART I - REQUESTING PARTY INFORMATION**

**1. Name:** \_\_\_\_\_  
*First Name Middle Name Last Name*

**2. Agency Name/School Name/ Media Affiliation:** \_\_\_\_\_

**3. Address:** \_\_\_\_\_  
*House No./Block No. Street Name Barangay*  
 \_\_\_\_\_  
*City/Municipality Province Postal Code*

**4a. Landline:** \_\_\_\_\_ **4b. Mobile No. :** \_\_\_\_\_ **4c. e-mail:** \_\_\_\_\_

**5. I am the:**  Declarant  Representative of the declarant  Others  
*(Please check only one)* Please Specify: \_\_\_\_\_

**6. Write below the name of the official or employee whose SALN is being requested if not the declarant and the details of SALN/s requested.**  
 \_\_\_\_\_  
*First Name Middle Name Last Name*

**PART II - SALN REQUEST DETAILS**

SALN Year/s	Position	Name of Government Agency and Agency Address	Number of Copies

**7. Specific Purpose of Request:** \_\_\_\_\_

**8. Valid identification cards (IDs) presented**

a. FOR THE DECLARANT		b. FOR THE REPRESENTATIVE OF THE DECLARANT <i>(Note: Please submit also the declarant's IDs)</i>		c. OTHERS PLEASE SPECIFY: _____	
GOVERNMENT-ISSUED ID		GOVERNMENT-ISSUED ID		GOVERNMENT-ISSUED ID	
Type of ID		Type of ID		Type of ID	
ID Number		ID Number		ID Number	
Issuing Agency		Issuing Agency		Issuing Agency	
Valid Until		Valid Until		Valid Until	
OTHER ID PRESENTED		OTHER ID PRESENTED		OTHER ID PRESENTED	
Type of ID		Type of ID		Type of ID	
ID Number		ID Number		ID Number	
Issuing Agency		Issuing Agency		Issuing Agency	
Valid Until		Valid Until		Valid Until	

**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
Estimated time/date of release: _____  Signature Over Printed Name	No. of pages: _____ Amount paid: _____ OR No. _____ Date of payment: _____

**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: \_\_\_\_\_



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**

Sen. Miriam P. Defensor-Santiago Avenue (formerly Agham Road)  
 Brgy. Bagong Pag-Asa, Quezon City 1105

Pursuant to the Civil Service Commission Memorandum Circular No. 03, s. 2015, the official repositories of SALNs filed with the Office of the Ombudsman are as follows:

REPOSITORY AGENCY	OFFICERS AND EMPLOYEES
National Office of the Ombudsman	President Vice President Constitutional Officials - Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC) - Commissioners of COA, COMELEC and CSC - Ombudsman and his Deputies
Secretary of the Senate	Senators
Secretary of the House of Representatives	Representatives (Congressmen/Congresswomen)
Clerk of Court of the Supreme Court	Justices of the Supreme Court, Court of Appeals, Sandiganbayan, and Court of Tax Appeals
Court Administrator	Judges of the Regional Trial Court, Metropolitan Trial Court, Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court, and Shari'a District Courts.
Office of the President	National executive officials, including, but not limited to the following: - Members of the Cabinet; - Undersecretaries; - Assistant Secretaries; - Officials in the Foreign Service and; - Heads of government owned or controlled Corporations with original charters and their subsidiaries and - Heads of state colleges and universities  Officers of the Armed Forces of the Philippines from the rank of Colonel or Naval Captain

	<ul style="list-style-type: none"> <li>- Colonel, Brigadier General, Major General, Lieutenant General and General (Army and Air Force)</li> <li>- Captain, Commodore, Rear Admiral, Vice Admiral and Admiral (Navy)</li> </ul> <p>Officers of the Philippine National Police from the rank of Senior Superintendent (Police Colonel)</p> <ul style="list-style-type: none"> <li>- Chief Superintendent, Director, Deputy Director General and Director General</li> </ul> <p>Officers of the Philippine Coast Guard from the rank of Commodore</p> <ul style="list-style-type: none"> <li>- Commodore, Rear Admiral, Vice Admiral and Admiral</li> </ul>
Deputy Ombudsman in their respective region (Luzon, Visayas, or Mindanao)	<p>Regional officials and employees of the following offices:</p> <ul style="list-style-type: none"> <li>- Departments, bureaus and agencies of the National Government</li> <li>- Judiciary and Constitutional Commissions and offices</li> <li>- Government owned and/or controlled corporations with and without original charter and their subsidiaries in the regions</li> <li>- State colleges and universities</li> </ul> <p>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</p> <p>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan / Panlungsod Members and Barangay Officials</p> <p>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</p> <ul style="list-style-type: none"> <li>- Lieutenant Colonel, Major, Captain, 1<sup>st</sup> Lieutenant and 2<sup>nd</sup> Lieutenant (Army and Air Force)</li> <li>- Commander, Lieutenant Commander,</li> </ul>

	<p>Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy) - Other enlisted officers</p> <p>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent (Police Colonel) - Other police officers</p> <p>Officers of the Philippine Coast Guard (PCG) below the rank of Commodore</p>
Civil Service Commission	<p>All other officials and employees in the central/main/national offices of the following:</p> <ul style="list-style-type: none"> <li>- Departments, bureaus and agencies of the National Government</li> <li>- Judiciary Constitutional and Commissions and offices</li> <li>- Government owned and/or controlled corporations with and without original charters, and their subsidiaries in the regions</li> </ul> <p>All other appointive officials and employees of the Legislature</p> <p>All civilian personnel of the AFP</p> <p>All other central officers (uniformed personnel) below the rank of Senior Superintendent (Police Colonel) as well as all non-uniformed personnel of the PNP</p> <p>All other central officers below the rank of Commodore as well as all civilian personnel of the PCG</p>