

PHILIPPINE AMUSEMENT AND GAMING CORPORATION

PAGCOR Main Corporate Office, MET LIVE Building,
Central Business Park 1-A, Macapagal Boulevard, Pasay City

HUMAN RESOURCE AND DEVELOPMENT GROUP

Human Resource Operations Department

MEMORANDUM

February 18, 2025

TO : ALL PAGCOR OFFICERS and EMPLOYEES

THROUGH : ADMIN OFFICERS, Corporate Departments
SR. HR OFFICERS / HR OFFICERS, CF Branches

FROM : THE ASSISTANT VICE PRESIDENT II

SUBJECT : **ACCOMPLISHMENT OF 2024 STATEMENT OF ASSETS,
LIABILITIES AND NETWORTH (SALN) FORM**

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In connection with PAGCOR's compliance to 2024 submission of SALN and as advised by the Civil Service Commission (CSC), PAGCOR shall adopt the guidelines on CSC MC No. 10, s. 2006.

In view of this, may we reiterate the following reminders / guidelines on filling up of the form:

1. **Only the CSC prescribed form shall be used (Revised as of January 2015).** Said form may also be reproduced from the HRDG portal site under *Downloadable Forms*, provided it is **PRINTED BACK-TO-BACK and on an A4 SIZE PAPER**.
 - a. The declarant is **strictly required** to fill up all applicable information in the SALN form; and should not leave any blanks, otherwise, should indicate "N/A" or "Not Applicable."
 - b. The SALN to be submitted is as of December 31, 2024 which must be indicated in the upper portion of the form (*As of December 31, 2024*).
 - c. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as **Page 1 of ____ (total number of pages), Page 2 of ____ (total number of pages), etc.**



d. In case of JOINT FILING, **the declarant and his/her spouse (co-declarant) shall sign** on the spaces provided below the "certification" portion of the form and indicate the details of his/her government-issued ID (may not be applicable to unemployed spouse).

- If both husband and wife are PAGCOR employees, **two (2) sets of original SALN forms shall be submitted to their respective department / branch / SOG.**
- If the spouse is employed in another government agency, **two (2) sets of original SALN forms shall likewise be submitted to their respective government agencies.**

It is suggested that an extra original SALN be accomplished and signed for the employee-couple's personal file/receiving copy.

- e. If the spouse is employed in a private company or unemployed, the declarant shall still cause him/her to sign the SALN.
- f. In case of non-compliance with the signature of the spouse, **an explanation letter should be attached to the SALN form, to be included in the pagination.**
- g. For the statement of Real Properties under Assets portion of the form, please indicate the **exact address, to show the following information:**

Description	Exact Location (Information Needed)	Sample Entry
House and Lot	House number / Block / Lot number, Street, Barangay, City	No. 1 Rizal St., Sampaloc, Manila
		Block 1 Lot 2, Tivoli Gardens, Coronado, Mandaluyong
Building	Bldg. number, Street, Barangay, City	1 Quezon Avenue, Tandang Sora, Cavite
Farm Lot	Barangay, City	Brgy., Kaligayahan, Cavite
Lot	Subdivision, Barangay, City	Santa Fe Subdivision, Brgy. Sta. Ana, Quezon City

- h. Filling up of the form may be handwritten, computerized or typewritten, provided **all full signatures (of the declarant and/or co-declarant/spouse and officer administering the oath) are original. Use of BLUE ink is advised specifically for signature, for easy identification of the original copy.**
- i. Additional sheets may be used, if necessary. **Use the official SALN additional sheets** (for Declarant or for Declarant's spouse and unmarried children below 18 yrs. old). The additional sheet/s shall indicate the name of the declarant, his/her position and agency name, the year covered by the

SALN, and shall be signed on each page. Proper pagination shall be observed (see item 1c). Refer to attached sample SALN form.

2. Corporate personnel shall submit their notarized SALNs to HROD while SOG personnel shall submit their notarized SALN to their respective SOG Administrative Divisions on or before **March 31, 2025, Monday**.

Branch personnel shall submit their notarized SALNs to their respective Branch HR Section on or before **March 31, 2025, Monday**. The branch/SOG Admin may set an earlier deadline.

3. Consistent with Sec. 41, Executive Order 292, the following officers are authorized to administer oaths:

- Notaries public
- Members of the Judiciary
- Clerks of Court
- Bureau Directors
- Department Secretaries
- Register of Deeds
- Provincial Governors
- City/Municipal Mayors
- Secretary of the House of Congress of the Philippines
- Any other officer in the service of the government of the Philippines whose appointment is vested in the President
- Any officer whose duties, as defined by law or regulation, require presentation to him of any statement under oath

For expediency and convenience, the Legal Group (LG) lawyers who are also commissioned as notaries public are available to all Corporate and Metro Manila PAGCOR officers and employees for purposes of administering oaths in connection with their respective SALNs. **If notarized at LG, one (1) additional original SALN form must be submitted which shall be retained in LG.**

One (1) photocopy of the back and front portion of any government-issued ID should be attached to the SALN form (for notarization purposes only). **No need to attach copy of ID to SALN when submitting to HROD / HR Section / SOG Admin Section.**

For joint filers (married employees, whether or not their spouses are employed in any government agency or private company) who cannot come to the Corporate office to personally sign before the LG lawyers, they can conveniently swear in their SALNs before any one of the above-mentioned officers (refer to item 3), i.e. Notaries Public, near their places of residence.

4. The SALN Review and Compliance Committee (RCC) of your office/branch shall be tasked to review and submit to HROD all submitted SALN forms.
5. In case an employee fails to submit the SALN on time, he/she shall be issued an order, directing him/her to take the necessary corrective action, i.e., (1) to submit the required SALN or (2) correct/supply the desired information in the SALN. He/she shall be given a non-extendible period of thirty (30) days to comply from receipt of the order.

6. Failure to comply with the order to submit or correct the SALN within the given period shall be a ground for disciplinary action. The RCC shall issue a show cause memorandum directing the officer or employee concerned to submit his/her comment or counter-affidavit.
7. If evidence so warrants, conduct of administrative proceedings for violation of Section 50 (D) (8) under the 2017 RACCS will follow. Failure to file Sworn Statements of Assets, Liabilities, and Net Worth is punishable with suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

For queries, you may contact any of the following:

Corporate	
SM II Ana Maria S. Caluag	8522-1245 local 4007
SHRO Erlanie E. Cruz /	8522-1245 local 4008
HRO II Melanie A. Maningding	8522-1245 local 4014
CF-Angeles	
Administrator II Daylyn C. Melo	(045) 625-7603 local 1326
SHRO Manuel B. Perez	(045) 625-7603 local 1306
HRO II Marjorie M. Dela Cruz /	(045) 625-7603 local 1307
SS Rowena B. Pare (detailed at branch HR)	(045) 625-7603 local 1307
CF-Bacolod	
SBAM II Ben M. Polido	(034) 434-8901
HRO II Judel T. Pagunsan /	(034) 434-8901 local 155
AHRO Diana B. Dizon	(034) 434-8901 local 156
CF-Cebu	
SBAM II Cheryl P. Dacua	(032) 232-9888
SHRO Stephanie D. Perocho /	(032) 232-9888 local 5111
HRO II Cleofe C. Llopes	(032) 232-9888 5112
CF - Grand Regal	
SBAM Didith A. Salazar	082-234-3998
HRO II Conchita P. Bolivar /	082-234-3998
AHRO Gay Charlotte E. Laguda	
CF-Ilocos Norte	
SAO Benito S. Montano	(077)600-0678
HRO II Erwin M. Tacuboy	(077) 600-0839 local 2016
CF-Olongapo	
SBAM II Ruben M. Racelis, Jr.	(047) 222-4565 local 4303
HRO II Arnold E. Castro/	(047) 224-2805 local 4313
AHRO I Christian S. Ruiz	

CF-Tagaytay	
A/SBAM Rodante P. Maranan	(046) 4131506 local 309
SHRO Rowena A. Lutao / HRO II Maria Dinah L. Lim	(046) 4131605 local 305
CF-Malabon Grand	
SBAM II Randy O. Chua	0906-5599631
SHRO Flordeliza B. Lapuz / HRO II Katherine SM. Veterana	0927-6164640 0966-9456830
AHRO Riyadh S. Ramos	0995-7530065
SOG 2	
SBAM II Sheila D. Verzosa	7902-0139
SAO Mary Ann F. Baylon / AAO Jason Brian N. Ong	7902-0138
SOG 4	
SM II Glecy B. Danga	8708-9600 local 8151
SAO Juan O. Sta. Cruz	
AAO Steffani P. Rafol	

For widest dissemination and compliance.

Thank you.



REGINA OFELIA J. JALECO

Noted by:



ANGELITO J. DOMINGO
Vice President II, HRDG

cc: The BOARD OF DIRECTORS

Encls: SALN form



Philippine Amusement and Gaming Corporation

Revised as of January 2015
Per CSC resolution No. 1500088
Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

Joint Filing Separate Filing Not Applicable

DECLARANT: _____
(Family Name) (First Name) (M.I.)

POSITION: _____
AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

ADDRESS: _____

SPOUSE: _____
(Family Name) (First Name) (M.I.)

POSITION: _____
AGENCY/OFFICE: _____
OFFICE ADDRESS: _____

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE <small>(As found in the Tax Declaration of Real Property)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: _____

* Additional sheet/s may be used, if necessary

TOTAL ASSETS (a+b): _____



Philippine Amusement and Gaming Corporation

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SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Additional sheet/s for the declarant)

DECLARANT: _____ POSITION: _____
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: _____

ASSETS, LIABILITIES AND NETWORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: _____

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION



Philippine Amusement and Gaming Corporation

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SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

DECLARANT: _____

(Family Name)

(First Name)

(M.I.)

POSITION: _____

AGENCY/OFFICE: _____

ASSETS, LIABILITIES AND NETWORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION