MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : REVISED STATEMENT OF ASSETS, LIABILITIES AND NETWORTH FORM

DATE : 06 March 2008

Please be advised that effective this Calendar Year 2008, a new Statement of Assets, Liabilities and Networth Form shall be implemented by the Civil Service Commission (CSC), which is called the Baseline Declaration (BD) Form.

In accomplishing the new BD Form, which will be filled-up only once by the employee, in lieu of the old form, please be guided by the attached general instructions on filling-up.

Deadline for submission of the attached form to the HRD Division is on or before 15 April 2008. Afterwhich, the HRD Division shall consolidate all accomplished forms for submission to the CSC on 30 April 2008.

Please be guided accordingly.

NICANOR B. JAVIER
Director II
Administrative Branch

CONTROLLED AND DISSEMINATED
BY CRD ON MAR 07 2008