

LETTER OF INSTRUCTION NO. 262, March 31, 1975

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TO:

ALL HEADS OF DEPARTMENTS, AGENCIES AND OFFICES OF THE GOVERNMENT AND OTHERS CONCERNED.

SUBJECT:

Submission by Public Officers of Statement of Assets, Liabilities and Net Worth as of December 31, 1974

In pursuance of the program of reform in the Government under the New Society which was, among others, overwhelmingly endorsed by the people in the referendum held on February 27, 1975, and consistent with the guarantees provided in the different tax amnesty decrees, it is hereby directed that -

- Every public officer shall prepare and file, in the prescribed form (Annex "A") a sworn statement of assets, liabilities and net worth as of December 31, 1974, which shall include the assets, liabilities and net worth of the spouse and unmarried children below twenty-one years of age as of that date: Provided, That every public officer who is —

- A Chief of Section or above; or
- Occupying a position allocated to range or above, whether chief of section or not; or
- Holding the rank of sergeant or above, in case of the military; or
- An officer or member of a law-enforcement agency of the Government;

shall prepare and file, in the prescribed form (Annex "B"), a sworn comparative statement of assets, liabilities and net worth, as provided in Paragraph 2 hereof, which shall also include the assets, liabilities and net worth of the spouse and unmarried children below twenty-one years of age

- The comparative statement required in Paragraph 1 hereof shall consist of:

- A statement of assets, liabilities and net worth as of December 31, 1974; and
- A statement of assets, liabilities and net worth as of December 31, 1965, or as of the date the public officer entered the government service, whichever date is later: Provided, That in case the public officer had availed himself of the tax amnesty, the statement of assets, liabilities and net worth shall be as of —

(1)

December 31, 1971, if the public officer availed himself of the tax amnesty under Presidential Decree No. 23 only; or

(2)

December 31, 1972, if the public officer availed himself of the tax amnesty under Presidential Decree Nos. 23 and 157, and/ or Presidential Decree Nos. 213 and 370; or

(3)

December 31, 1973, if the public officer availed himself of the tax amnesty under Presidential Decree No. 631.

- The comparative statement of assets, liabilities and net worth shall be accompanied by a statement, also under oath, showing and explaining any increase in net worth for the period covered by the comparative statement.
- The statement of assets, liabilities, and net worth shall be filed on or before May 30, 1975, with the Office of the corresponding Department Head, or in the case of a Head of Department or Chief of an independent office, with the Office of the President.
- The following terms as used herein shall be defined as follows:
 - "Government" includes the national Government, the local governments, the government-owned and government-controlled corporation, and all other instrumentalities or agencies of the Republic of the Philippines and their branches.
 - "Public officer" includes elective and appointive officials, including barangay heads, and employees, permanent or temporary, whether in the classified or unclassified or exempt service receiving compensation, even nominal, from the Government as defined in the preceding subparagraph.
 - "Assets" include any property, real or personal, tangible or intangible, wherever situated, to the extent of the cost or interest therein of the public officer, his spouse and unmarried children below twenty-one years of age.
 - "Liabilities" are legitimate and enforceable obligations reducible in terms of money and existing as of the date of the statement of assets, liabilities and net worth required herein.
 - "Net worth" is the difference between the total assets and the total liabilities.
- Any public official who fails to file the statement required by this Letter of Instruction shall be subject to the penalties provided for in Section 9(b) of Republic Act No. 3019, otherwise known as the Anti-Graft and Corrupt Practices Act.

Done in the City of Manila, this 31st day of March, in the year of Our Lord, nineteen hundred and seventy-five.

(Sgd.) FERDINAND E. MARCOS

President

Republic of the Philippines

Annex "A"

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 1974

(Required by Letter of Instruction No. _____)

Name of Public Office _____ Position _____

Address _____

Name and Address of Office _____

Civil Status _____ Name of Spouse _____

Unmarried Children Below 21 Years of Age:

Name

Date of Birth

1. _____

2. _____

3. _____

4. _____

A S S E T S

Nature

Cost

Personal Properties:

P _____

TOTAL P

=====

Real Properties:

P _____

TOTAL P

=====

TOTAL ASSETS**P**

=====

LIABILITIES

Nature

Amount

P _____

TOTAL LIABILITIES P

=====

NET WORTH (Total Assets Less Total Liabilities) P

=====

I hereby certify that this is a true statement of my assets, liabilities, and net worth as of December 31, 1974, and includes assets, liabilities, and net worth of my spouse and unmarried children below 21 years of age as of that date, as required by and in accordance with Letter of Instruction No. 262 dated March 31_____, 1975.

Date _____, 1975.

Signature of Public Officer

TAN: _____

Res. Cert. No. A - _____ B _____

Issued at _____

Date Issued _____

Subscribed and sworn to before me this ____ day of _____, 1975, affiant exhibiting to me his Residence Tax Certificates as indicated above.

Person Administering Oath

Annex "B"

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 1974 and _____, 19_____

(Required by Letter of Instruction No. _____)

Name of Public Office _____ Position _____

Address _____

Name of Address of Office _____

Civil Status _____ Name of Spouse _____

Unmarried Children Below Twenty-one Years of Age:

Name

Date of Birth

1. _____

2. _____

3. _____

Tax Amnesty Availed of _____

(State Presidential Decree No. or Nos.)

Tax Amnesty File No. _____

ASSETS

Nature

C o s t

Personal Properties : _____ 19 ____ December 31, 1974 Increase/Decrease

P _____

P _____

P _____

T O T A L

P P P

=====

=====

=====

Real Properties:

P _____

P _____

P _____

T O T A L

T O T A L A S S E T S

P P P

=====

=====

=====

LIABILITIES

Nature

A m o u n t

_____ P _____ P _____

TOTAL LIABILITIES P P P

=====

=====

=====

NET WORTH P P P

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=====

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I hereby certify that this is a true comparative statement of my assets, liabilities and net worth as of December 31, 1974, add as of _____, 19____, which includes the assets, liabilities, and net worth of my unmarried children below twenty-one years of age as of this date, as required by and in accordance with Letter of Instruction No. 262 dated March 31, 1975.

Date _____

Signature of Public Officer

TAN: _____

Res. Cert. No. A - _____ B _____

Issued at _____

Date Issued _____

Subscribed and sworn to before me this ____ day of _____, 1975, affiant exhibiting to me his/her Residence Tax Certificates as indicated above.

Person Administering Oath

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