

**[BOC CUSTOMS MEMORANDUM ORDER NO. 7-
2013, November 05, 2013]**

**GUIDELINES ON PUBLIC ACCESS TO STATEMENT OF ASSETS
LIABILITIES AND NETWORTH (SALNS) OF BOC PERSONNEL
FILED WITH THE BUREAU OF CUSTOMS**

Pursuant to Section 608 of the Tariff and Customs Code of the Philippines (TCCP), as amended, in relation to Section 8 of Republic Act No. 6713, otherwise known as ***Code of Conduct and Ethical Standards for Public Officials and Employees***, this Bureau hereby adopts the following guidelines that will govern the request for access to SALNs filed with the Bureau of Customs.

- I. Statement of Policy.** All Statements of Assets and Liabilities and Net Worth (SALNs) filed with the Bureau of Customs shall be accessible and made available to the public for inspection and reproduction during reasonable hours of working days, subject to guidelines herein provided.
- II. Period of Accessibility.** The SALNs shall be available to the public for inspection and reproduction after ten (10) working days from the time they are filed as required by law for a period of ten (10) years upon receipt thereof.
- III. Where to file.** A request for a copy of SALN shall be addressed directly to the Customs Commissioner and filed with the Office of the Deputy Commissioner for Internal Administration Group.
- IV. Procedure**
 - A. Except in case of *subpoena* issued by a competent authority in a pending case or a request personally signed by the authorized officer of either a quasi-judicial agency in a pending case or an investigative body, all SALN request shall be made by filling up the prescribed SALN Request Form (see Annex A) in duplicate copies which shall clearly and legibly indicate therein the following: (1) requesting party's full name and signature (2) business or residential address and contact number, and (3) explanation of the requesting party's specific purpose and their individual interest sought to be served.
 1. The requesting party shall present at least two IDs, one of which is a government issued ID bearing his picture and signature for photocopying;
 2. In case the purpose is for media dissemination to the general