

SALN Filer	Custodian	Process, Requirements and Approval
<p>President, Vice President and Constitutional Officials</p> <p>Governor, Vice Governor, Mayor, Vice Mayor, and other local officials and employees, both appointive and elective</p> <p>Officials and employees of government-owned or -controlled corporations and state colleges and universities</p> <p>Officers of the Armed Forces below the rank of colonel or naval captain</p>	<p>Office of the Ombudsman – Central Office</p> <p>Office of the Ombudsman – Luzon, Visayas, and Mindanao</p> <p>Military and Other Law Enforcement Offices at the Central Office</p>	<p>Copies of SALN are no longer available to the public. The Office of the Ombudsman will only furnish a copy to the requester if:</p> <ul style="list-style-type: none"> ● he or she is the declarant or the person who filed the SALN or the duly authorized representative of the declarant; ● the request is upon lawful order of the court in relation to a pending case; and ● the request is made by the Office of the Ombudsman’s Field Investigation Office/Bureau/Unit if it is conducting a fact-finding investigation. <p>In all other instances, no SALN will be furnished to the requester unless he or she presents a notarized letter of authority from the declarant allowing the release of the requested SALN.</p> <p>All requests to inspect or to take pictures of the SALN will also be denied.</p> <p>Prior to this procedure, SALNs may be requested by filling out a form and providing identification details as well as the specific details of the SALN being requested.</p>
<p>Members of the Supreme Court, Court of Appeals, Sandiganbayan and Court of Tax Appeals</p>	<p>Office of the Clerk of Court</p>	<p>Full SALNs may be requested but subject to the Supreme Court en banc’s approval. Wealth summaries are released without the need for a request.</p> <ol style="list-style-type: none"> 1. Fill out a SALN/PDS/CV (personal data sheet/curriculum vitae) request form. Identify the name, type and date range of the document you want to get. 2. State the purpose of your request and how granting the request will serve public interest. <p>Note that the Court only entertains requests for the latest copy of the SALN, PDS or CV. Requests for previous records may be accepted if deemed justified by the Court.</p> <ol style="list-style-type: none"> 3. Attach supporting documents such as a government-issued ID. <p>For journalists, include proof under oath of media affiliation and certification of accreditation of media organization as legitimate media practitioner.</p> <p>For students, include a photocopy of school ID, certification of current enrollment and certification that the request is for an academic paper or thesis that the school or teacher requires.</p>

		<p>4. Sign a sworn undertaking and declaration that the request does not involve any prohibition set out in Republic Act 6713, i.e., you will not use the document for any commercial purpose or to put anyone's life in danger, among others.</p> <p>5. The Supreme Court en banc evaluates and approves requests for SALN/PDS/CV. If a request is approved, you will have to pay P4.00 per page for plain photocopy of the document, P10.00 per page for certified photocopy, and P100.00 for each certified document.</p>
Senators	Senate Secretary	<p>Only wealth summaries may be requested.</p> <p>Since February 2019, the Senate has stopped releasing full copies of senators' SALNs. Instead, it publishes their wealth summaries on the Senate website. A copy of these wealth summaries may also be requested by following these steps:</p> <ol style="list-style-type: none"> 1. Fill up the request form downloadable from the Senate website. 2. Submit form to the Office of the Senate Secretary. 3. Your request will be addressed within 15 working days. The senator whose SALN summary you're requesting will also be notified of your request.
District and Party-List Representatives	Secretary-General, House of Representatives	<p>Full SALNs may be requested but subject to House members' approval. Wealth summaries are released without the need for a request.</p> <ol style="list-style-type: none"> 1. Fill out the SALN request form. Provide your identification details as well as the purpose of your request. Similar to the courts, the House wants to know what interest will be served if a SALN request is granted. 2. If you are requesting a copy of a previous SALN, you will need to justify it as the House only provides the latest copy available. 3. Present two government-issued IDs. <p>For journalists, include a proof under oath of media affiliation and certification of accreditation of media organization as legitimate media practitioner.</p> <p>For students, attach a photocopy of school ID, enrollment certification, and certification that the request is for an academic paper or thesis that the school or teacher requires.</p>

		<ol style="list-style-type: none"> 4. Sign a sworn undertaking and declaration certifying that you will not use the document for any commercial purpose or to put anyone's life in danger, among others. 5. The SALN Review and Compliance Committee Secretariat will evaluate the request. Part of the assessment involves informing the House member, officer, or employee concerned of your request. The House member, officer, or employee may submit a comment. The Secretariat may require additional documents. 6. The SALN Review and Compliance Committee will then refer requests to the House plenary for approval. Your request needs to pass a majority vote by the House members in plenary. 7. If approved, you will have to pay P300 (USD6.00) per SALN.
<p>Secretaries, Undersecretaries and Assistant Secretaries, including the foreign service and heads of government-owned or -controlled corporations with original charters and their subsidiaries and state colleges and universities</p> <p>Officers of the Armed Forces from the rank of Colonel or Naval Captain</p>	Office of the President	<p>Full SALN copies may be requested.</p> <ol style="list-style-type: none"> 1. Fill out the FOI Request Form available at the Malacañang Records Office (MRO). 2. Present a valid ID. 3. Requests to the MRO may also be filed via email. Your request will be given a QR Code and the MRO staff will update you about the status of your request. 4. If approved, you will need to go to the MRO and pay P5.00 per page of the SALN.
All other officials and employees defined in Republic Act 3019	Civil Service Commission	<p>Full SALNs may be requested.</p> <ol style="list-style-type: none"> 1. Fill out the SALN request form. 2. Present two IDs that are among CSC's list of valid IDs. 3. Submit an endorsement letter from the school dean or any official of the organization where the SALN will be used. 4. Accomplish an undertaking, which shall be sworn before a CSC director. 5. All SALN requests are evaluated by the Director IV or Director III of the Integrated Records Management Office. If approved, one SALN costs P30.00.

Source: Implementing Rules and Regulations of Republic Act 6713 and SALN Access Guidelines of the Office of the Ombudsman, Supreme Court, Senate, House of Representatives, Office of the President and the Civil Service Commission