

REPUBLIC OF THE PHILIPPINES  
Republic of the Philippines  
KAGAWARAN NG EDUKASYON AT KULTURA  
Department of Education and Culture  
MAYNILA  
Manila

TANGGAPAN NG KALIHIM  
Office of the Secretary

May 30, 1975

DEPARTMENT ORDER  
No. 16, s. 1975

STATEMENT OF ASSETS AND LIABILITIES TO  
BE FILED EVERY YEAR

To: ALL Bureau Directors and  
Heads of Offices/Agencies:

1. Pursuant to Presidential Decree No. 677 issued on the 31st day of March, 1975, every public officer shall file his statement of assets and liabilities within the month of January of every year, instead of every other year as heretofore.

2. As further amended, Section 7 of R.A. 3049, reads as follows:

"Sec. 7 - Statement of assets and liabilities. - Every Public officer, within thirty days after assuming office, and within thirty days after assuming office, and within the month of January of every year thereafter, as well as upon the expiration of his term of office, or upon his resignation or separation from office, shall prepare and file 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, a true detailed and sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amounts of his personal and family expenses and the amount of income taxes paid for the next preceding calendar year; Provided, That public officers assuming office less than two months before the end of the calendar year, may file their first statement, on the following month of January."

3. This Department Order shall take effect beginning January 1976 for the statement pertaining to calendar year 1975.

4. Immediate dissemination of this Department Order is enjoined.

(SGD) JUAN L. MANUEL  
Secretary

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