

MALACAÑANG  
RESIDENCE OF THE PRESIDENT  
OF THE PHILIPPINES  
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER No. 334

PRESCRIBING THE FORM FOR THE SWORN STATEMENT OF ASSETS AND LIABILITIES REQUIRED UNDER SECTION 7 OF REPUBLIC ACT NO. 3019, OTHERWISE KNOWN AS THE ANTI-GRAFT LAW

Whereas, section 7 of Republic Act No. 3019, otherwise known as the Anti-Graft Law, requires all public officers to file a true detailed and sworn statement of their assets and liabilities, as follows:

"SEC. 7. *Statement of assets and liabilities.*—Every public officer, within thirty days after the approval of this Act or after assuming office, and within the month of January of every other 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, or in the case of members of the Congress and the officials and employees thereof, with the Office of the Secretary of the corresponding House, a true detailed and sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amount 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 statements in the following months of January."

Whereas, section 2(b) of the aforecited law defines "public officer" as including "elective and appointive officials and employees, permanent or temporary, whether in the classified or unclassified or exempt service receiving compensation, even nominal, from the government," and section 2(a) provides that "'government'" includes the national government, the local governments, the government-owned and government-controlled corporations, and all other instrumentalities or agencies of the Republic of the Philippines and their branches."

Now, therefore, I, Carlos P. Garcia, by virtue of the powers vested in me by law and in order to implement all officials and employees of the government to file their sworn statement of assets and liabilities as of August 31, 1960, and submit the same as indicated not later than September 16, 1960. For this purpose, there is hereby prescribed the attached "Sworn Statement of Financial Condition, Assets, Income, and Liabilities" form, sufficient copies of which shall be prepared by all offices

concerned for use of their respective officials and employees.

In order to insure that all concerned comply with this requirement not later than September 16, 1960, for the first filing, and in January of every other year thereafter, all Department Secretaries and heads of bureaus, offices, and provincial, city, and municipal governments, and other government agencies and instrumentalities, including government-owned or controlled corporations, are also hereby enjoined to see to it that officials and employees under them prepare and file the required statements within the prescribed period, attention in this connection being invited to section 9(b) of the law, hereunder quoted, prescribed penalties for violation of any of the provisions of the aforequoted section 7:

"Any public officer violating any of the provisions of Section 7 of this Act shall be punished by a fine of not less than one hundred pesos nor more than one thousand pesos, or by imprisonment not exceeding one year, or by both such fine and imprisonment, at the discretion of the Court.

"The violation of said section proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public officer, even if no criminal prosecution is instituted against him.

Done in the City of Manila, Philippines, this 1st day of September, in the year of Our Lord, nineteen hundred and sixty, and of the Independence of the Philippines, the fifteenth.

CARLOS P. GARCIA

*President of the Philippines*

By the President:

NATALIO P. CASTILLO

*Executive Secretary*



B. Building (Apartments, residential houses, etc.) .....

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C. Others .....

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Total Gross Income .....

II. PERSONAL PROPERTY

	Date acquired	Acquisition Cost or Value
A. Cash on Hand .....	.....	.....
B. Accounts and Notes Receivable.....	.....	.....
C. Mortgage Receivable .....	.....	.....
D. Furniture and Fixtures (including TV sets, radios, pianos, etc.) .....	.....	.....
E. Jewelry and other valuables.....	.....	.....
F. Equipment and tools .....	.....	.....
G. Household Appliances .....	.....	.....
H. Vehicles .....	.....	.....
I. Others (including clothing, books, etc.) .....	.....	.....

III. INVESTMENTS, AND OTHER BUSINESS INTERESTS, DIRECT OR  
INDIRECT (INCLUDING BONDS & STOCKS)

Name of Enterprises	Nature of Business	Acquisition cost	Annual Interest Dividends, etc.
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....



STATEMENT OF INCOME AND EXPENSES COVERING THE  
PERIOD FROM JANUARY 1, 196... TO .....

INCOME

(All items should include income of spouse)

Nature	Sources	Amount
A. Salary .....	.....	.....
B. Salary of spouse .....	.....	.....
C. Overtime pay .....	.....	.....
D. Commutable allowance (per diems, transportation allowance, meal allowance, subsistence and quarters allowance, bonus, etc.) .....	.....	.....
E. Income from business .....	.....	.....
F. Income from properties, real and personal .....	.....	.....
G. Inheritance, donations, and other gifts .....	.....	.....
H. Other income (including sweepstakes and other winnings) .....	.....	.....
Total Gross Income .....		.....

EXPENSES

Nature	Payee	Amount
A. House rental (including light, water, tel., etc.) .....	.....	.....
B. House—Additional and improvements (including repairs & maintenance) .....	.....	.....
C. School Expenses .....	.....	.....
D. Living expenses (food, clothing, medicines, etc.) .....	.....	.....
E. Installment payments (including interest Exp.) .....	.....	.....
F. Taxes paid during the year:		
1. Income taxes .....	.....	.....
2. Land taxes .....	.....	.....
3. Business taxes .....	.....	.....
4. License fees .....	.....	.....
5. Miscellaneous .....	.....	.....
G. Other Expenses .....	.....	.....
Total Expenses .....		.....
Net Income .....		.....

Done in ....., Philippines, this ..... day of  
....., 196.....

.....  
(Affiant)

SUBSCRIBED AND SWORN to before me this ..... day of .....,  
19....., affiant exhibiting to me his/her residence certificate No. .....,  
issued at ....., on .....

.....  
(Officer Administering Oath)