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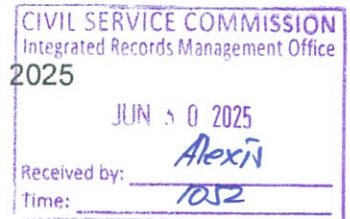


DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



HUMAN RESOURCES MANAGEMENT OFFICE

26 June 2025



Dear Director Gocon-Gragasin,

Further to the Department's letter dated 25 June 2025, I have the honor to transmit herewith, the Statement of Assets, Liabilities and Net Worth (SALN) filed by Ms. Ma. Theresa M. Delfin, Foreign Service Staff Employee I, of this Department for the period ending on 31 December 2024.

This Office notes that it received Ms. Delfin's SALN after the submission of the Department's SALN to your good office on 25 June 2025.

Enclosed are the updated Summary of Filers and Certification of Compliance issued by the Review and Compliance Committee.

Thank you for your kind attention and assistance.

Sincerely,

For the Secretary for Foreign Affairs:

  
CHRISTOPHER B. MONTERO  
Assistant Secretary 

**MS. NOREEN BOOTS GOCON-GRAGASIN**

Director IV  
Integrated Records Management Office  
Civil Service Commission  
Constitution Hills, Batasang Pambansa Complex  
Diliman, 1126 Quezon City

Enclosures: As stated.

HR-P-2025-8728



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



HUMAN RESOURCES MANAGEMENT OFFICE

CERTIFICATION

This is to certify that the Statements of Assets, Liabilities and Net Worth (SALN) submitted/included in the Summary List of Filers of DFA Rank and File personnel were reviewed and found compliant by the Review and Compliance Committee of this Department.

Further, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, series of 2006 (as amended by CSC Resolution No. 1300455 promulgated on 04 March 2013).

Issued on 26th June 2025, Pasay City.

CHRISTOPHER B. MONTERO  
Chairperson  
Review and Compliance Committee

SHARMAINE TIFFANY L. GARCIA  
Member  
Review and Compliance Committee

JONALD B. MENDOZA  
Member  
Review and Compliance Committee



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



CERTIFICATION OF COMPLIANCE  
SALN Submission/Filing

This certifies that the Department of Foreign Affairs fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirements of the Performance-Based Incentives System for Fiscal Year 2024.

This also attests that all submissions of the agency have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act No. 6713 and its implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interest
- f. Relatives in the Government

This certifies that out of 2,251 employees qualified for the PBB under the 2013 PBIS Guidelines, 2,244 employees have completed and filed their SALNs, as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE (%)
Department of Foreign Affairs	2,251	2,244	99.7%

This agency has forwarded/filed all SALNs to the Civil Service Commission, in accordance with R.A. No. 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signature on the 26th day of June 2025 at Pasay City, Philippines.

CHRISTOPHER B. MONTERO  
Chairperson  
Review and Compliance Committee

SHARMAINE TIFFANY L. GARCIA  
Member  
Review and Compliance Committee

JONALD B. MENDOZA  
Member  
Review and Compliance Committee



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 2024  
(Required by R.A. 6713)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing      ☐ Separate Filing      ☐ Not Applicable

<b>DECLARANT:</b>	<b>DELFIN</b> (Family Name)	<b>MA. THERESA</b> (First Name)	<b>M.</b> (M.I.)	<b>POSITION:</b>	FSSE I / ADMINISTRATIVE ASSISTANT
				<b>AGENCY/OFFICE:</b>	DEPARTMENT OF FOREIGN AFFAIRS
<b>ADDRESS:</b>	1615 Jasmin St.,	Area A, Libis Camarin	Caloocan City	<b>OFFICE ADDRESS:</b>	ASEANA BUSINESS PARK, PARANAQUE, MM
<b>SPOUSE:</b>	<b>DELFIN</b> (Family Name)	<b>JONE</b> (First Name)	<b>B.</b> (M.I.)	<b>POSITION:</b>	Seafarer
				<b>AGENCY/OFFICE:</b>	Minerva Marine Shipping Inc.
				<b>OFFICE ADDRESS:</b>	Roxas Blvd. Malate, Manila

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

### ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

#### 1. ASSETS

##### a. Real Properties\*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION BY:		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
House & Lot	Residential	# 1615 Jasmin St., Camarin, Caloocan City	163,350.00		2016	Purchased	P 6,500,000.00

**Subtotal: P 6,500,000.00**

##### b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Stocks	2008 up to present	P 15,000.00
Furniture/s	2019 up to present	350,000.00
Jewelries	2004 up to present	250,000.00
Computer / Appliances	2019 up to present	250,000.00
Car	2006 up to present	400,000.00
Provident Funds	2014 up to present	461,000.00
Cash on bank	present	50,000.00

**Subtotal : P 1,776,000.00**

**P 8,276,000.00**

**TOTAL ASSETS (a+b):**

\* Additional sheet/s may be used, if necessary.

## 2. LIABILITIES\*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
GSIS CONSOLIDATED LOAN	GSIS	134,000.00
PROVIDENT FUND LOAN	PROVIDENT	75,600.00

**TOTAL LIABILITIES: P 209,600.00**

**NET WORTH : Total Assets less Total Liabilities = P 8,066, 400.00**

\* Additional sheet/s may be used, if necessary.

### **BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
Not Applicable			

### **RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)


☐ I/ We do not know of any relative/s in the government service)

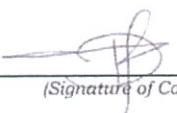
NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Arnold C. Malicse	Brother	Employee	Quezon City Hall
Analyn M. Arao	Sister	Employee	Optical Media Board
Patrick James M. Arao	Nephew	Employee	Commission on Higher Education
Hazel Anne M. Arao	Niece	Employee	Commission on Higher Education

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: 28 April 2025

  
 (Signature of Declarant)  
 Government Issued ID: DFA ID  
 ID No.: DMTM / 900717  
 Date Issued: 15 August 2019

  
 (Signature of Co-Declarant/ Spouse)  
 Government Issued ID: Passport  
 ID No.: P6090733B  
 Date Issued: 14 Jan 2021

**SUBSCRIBED AND SWORN** to before me this 28th day of April 2025, affiant exhibiting to me the above-stated government issued identification card.

  
**JOSE CARLO G. MORALES**  
 FOREIGN SERVICE OFFICER II  
 (Person Administering Oath)



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**EXTREMELY URGENT**

MEMORANDUM TO MS. MA. THERESA M. DELFIN, FSSE I, OCA

FROM : *Christopher B. Montero*  
CHRISTOPHER B. MONTERO  
Assistant Secretary

SUBJECT : Non Submission of 2024 SALN

DATE : 17 June 2025

With reference to CIR-688-HRMO-2025 dated 28 March 2025, regarding the **final reminder** on the submission of 2024 Statement of Assets, Liabilities, and Net Worth (SALN), you are kindly reminded to submit three (3) originals of your duly accomplished SALN as of 31 December 2024 to HRMO **on or before Thursday, 19 June 2025**. Please ensure that your date of signing and the date on the subscribed and sworn statement are dated not later than 30 April 2025.

It is crucial to emphasize that the timely and complete submission of the 2024 SALN is a prerequisite for eligibility for the FY 2024 Performance-Based Bonus (PBB). Failure to submit your 2024 SALN may result in disqualification from receiving the FY 2024 PBB.

Furthermore, non-compliance with SALN submission deadlines constitutes a less grave offense under Rule 10, Section 50 D(8) of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS). Penalties for such offenses include suspension ranging from one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for subsequent offenses.

Your attention to this matter is highly appreciated for compliance and adherence to established Civil Service rules and regulations.

For information and strict compliance.

HR-P-2025-8228

**SENT**

NICOLO C. VILLAPANDO - HRMO

18 June 2025 - 10:45AM