

**GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES OF  
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH****A. References**

1. Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials
2. Civil Service Commission (CSC) Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connections"
3. CSC Resolution No. 1300455 dated March 4, 2013 on the Review and Compliance Committee for SALN

**B. Coverage**

This guideline shall cover all Officers and Employees regardless of employment status.

**C. General Guidelines and Procedures****1. Filing and Submission of SALN**

- a. All officers and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Office of the President/CEO, to wit:
  - 1) Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of office;
  - 2) On or before April 30 of every year thereafter, statement of which must be reckoned as the end of the preceding year;
  - 3) Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office;
- b. Employees are strictly required to fill in all applicable information and/or make a true detailed statement in their SALNs. Items not applicable should be marked N/A (Not Applicable)

**2. Persons authorized to review and evaluate the submitted SALN**

There shall be a designated Review and Compliance Committee to receive, and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

**3. Duties of the Review and Compliance Committee**

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of the office, copy furnished the Civil Service Commission on or before May 15 of every year:

- a. Those who filed their SALNs with complete date;
- b. Those who filed their SALNs but with incomplete data, and;
- c. Those who did not file their SALNs.

**4. Ministerial Duty of the Head of Office to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendable period of three (3) days upon receipt of said order.

Assets and/or properties acquired, donated or transferred to a particular year, but were not declared on their SALN for that year, as the same came to his/her knowledge only after he/she filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

**5. Sanction of Failure to Comply/Issuance of a Show-Cause Order**

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive hereof shall



be ground for disciplinary action. The Head of Office shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

1<sup>st</sup> Offense - Suspension for one (1) month and one (1) day to six (6) months

2<sup>nd</sup> Offense - Dismissal from service

**6. Transmittal of all submitted SALNs to the concerned agencies**

The Review and Compliance Committee shall transmit all original copies of SALNs received on or before June 30 of every year.

- Office of the President – Head of Office
- Civil Service Commission – Other Officers and Employees

**7. Effectivity**

This order shall take effect upon approval.

**BLESILDA R. MACALALAD**

Officer-in-Charge/Corporate Services Manager