



MEMORANDUM 088-20

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : Guidelines in the Review and Compliance Procedures in Filing and Submission of Statements of Assets and Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections

Date : 01 July 2020

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#### A. PURPOSE

Section 8 of the Republic Act 6713 requires public officials and employees to accomplish and submit declarations under oath, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

#### B. COVERAGE

All plantilla-based personnel including casual and contractual.

#### C. GUIDELINES

##### 1. Filing and Submission of SALN

All plantilla-based personnel including casual and contractual shall file under oath their SALN and Disclosure of Business Interest and Financial Connections to the Human Resource Management and Development Division (HRMDD), to wit:

- a. within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of office;
- b. on or before April 30 of every year, statements of which must be reckoned as of the end of the preceding year; and,
- c. within thirty (30) days after the separation from the service, statements of which must be reckoned of as his/her last day of office.

Public officials and employees are strictly required to fill in all applicable information and/or make a true detailed statements in their SALNs.

## **2. Review and Compliance Committee**

The OWWA SALN Review and Compliance Committee (SALN-RCC) shall be composed of the following:

Chairperson	:	Director, Administrative and Financial Management Office
Vice-Chairperson	:	Director, General Administrative Service
Members	:	Chief, Office of Legal Staff Chief, Internal Audit Division Chief, Human Resource Management and Development Division
Secretariat	:	HRMDD Personnel

The SALN-RCC shall prepare a list of employees, in alphabetical order, for submission to the head of agency, copy furnished the Civil Service Commission on or before May 15 of every year:

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

A corresponding Special Order shall be issued on the RCC Composition and Functions.

## **3. Ministerial Duty of the Administrator to issue Compliance Order**

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

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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 filer's next or succeeding SALN.

## **4. Sanction for Failure to Comply/Issuance of Show-Cause Order**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive to item 3 hereof shall be a ground for disciplinary action. The Administrator shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant

to the 2017 Rules on Administrative Cases in the Civil Service. The offense of failure to file SALN is punishable under Rule 10, Section 50 (D) (8) thereof, with the following penalties:

- 1st offense - Suspension for one (1) month and one (1) day to six (6) months
- 2nd offense - Dismissal from the service

Further, officials and employees who failed to submit their SALN shall not be entitled to Performance Based Bonus.

**5. Transmittal of all submitted SALN to the repository agencies**

The HRMDD shall transmit all original copies of SALN received to the Civil Service Commission/Office of the Regional Ombudsman on or before June 30 of every year.

For compliance.



**HANS LEO J. CACDAC**  
Administrator