



MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
This Agency

SUBJECT : GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES
IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS
AND LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE
OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

Date : 05 September 2019

A. PURPOSE

Section 8 of the Republic Act 6713 requires public officials and employees to accomplish and submit declarations under oath of, 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 regardless of employment status.

C. GUIDELINES

1. Filing and Submission of SALN

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

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

2. Review and Compliance Committee

The SALN Review and Compliance Committee (SALN-RCC) shall prepare a list of the following employees, in alphabetical order, to the head of the agency, copy furnished the Civil Service Commission (CSC) 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.

3. Ministerial Duty of the Administrator to issue Compliance Order

Immediately upon receipt of the list and recommendation from the SALN-RCC, it shall be the ministerial duty of the Administrator 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-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 has 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 a 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:

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

5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30

The HRMDD shall transmit all original copies of the SALN received to the concerned offices on or before 30 June of every year.

For compliance.



HANS LEO J. CACDAC
Administrator