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**GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING
AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
(SALN), AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL
CONNECTIONS**

OBJECTIVES

To mandate all public officers and employees to declare and submit annually a true, detailed and sworn Statement of their Assets, Liabilities and Networth (SALN), including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;

To ensure that the assets, liabilities, networth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed.

GUIDELINES

SECTION 1 FILING AND SUBMISSION OF SALN

All Plantilla – Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Division, 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, statement of which must be reckoned as of the end of the preceding year;
- c. Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of service.

Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under these rules.

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).

SECTION 2 PERSONS AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN

There shall be a designated Review and Compliance Committee to receive, through the HRD 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.

SECTION 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 agency 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.

SECTION 4. MINISTERIAL DUTY OF THE GENERAL MANAGER TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the General Manager 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 an non-extendable 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 their 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 next or succeeding SALN.

SECTION 5. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER

Failure to correct/comply SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. The General Manager 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 the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

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

SECTION 6. TRANSMITTAL OF ALL SUBMITTED SALNS TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30

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

REPEALING CLAUSE

Previous rules that are inconsistent herewith are deemed repealed or modified accordingly.

EFFECTIVITY

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

For information and strict compliance.


CONSORCIA P. RAÑOSA
General Manager