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21 September 2021

OFFICE ORDER NO. 104

Series of 2021

SUBJECT : **POLICY GUIDELINES GOVERNING THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

1. BACKGROUND

The 1987 Philippine Constitution and Section 08 of Republic Act 6713 requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth. The same shall be accomplished under oath as 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.

Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), and CSC Resolution Nos. 1300455 and 1500088, government agencies shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form. Furthermore, CSC Resolution No. 1300455 states that every office/agency shall have a Review and Compliance Committee which shall be composed of one (1) Chairman and two (2) members.

2. LEGAL BASIS

- 2.1. 1987 Philippines Constitution;
- 2.2. Section 8, RA 6713 (Code of Conduct and Ethical Standards of Public Officers and Employees);
- 2.3. CSC Memorandum Circular No. 10, s. 2006;
- 2.4. CSC Memorandum Circular No. 3, s. 2013 (CSC Resolution No. 1300455);
- 2.5. CSC Memorandum Circular No. 3, s. 2015 (CSC Resolution No. 1500088);
- 2.6. CSC Memorandum Circular No. 13, s. 2020 (CSC Resolution No. 2000603);
- 2.7. CSC Memorandum Circular No. 6, s. 2021 (CSC Resolution No. 2100339).



3. GUIDELINES

3.1. FILING AND SUBMISSION OF SALN

3.1.1. All Plantilla personnel whether permanent or under temporary status shall file under oath their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource Section in three (3) copies originally signed by the declarant to wit:

3.1.1.1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;

3.1.1.2. On or before of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and

3.1.1.3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

3.1.2. Officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statements in their SALNs. Item not applicable shall be marked N/A (Not Applicable).

3.1.3. Online oath taking of SALN shall be allowed subject to the steps as stipulated under No. 2 of the CSC MC No. 6, s. 2021.

3.1.4. The online filing or transmission of a duly executed SALN shall also be allowed, subject to the guidelines set forth under No. 3 of the CSC MC No. 6, s. 2021.

3.1.5. In the case of physical submission, the same shall comply with the existing guidelines on the filing and submission of the SALN. In case of electronic submission, No. 6(c) of the CSC MC No. 6, s. 2021 shall apply.

4. DUTIES AND RESPONSIBILITIES

Review and Compliance Committee which shall be composed of one (1) Chairman and two (2) members which shall be designated and authorized by the Head of the Agency to received the SALN through the Human Resource Section (HRS) and to evaluate the same if submitted on time, complete, in proper form, shall perform the following functions:

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- 4.1. To submit a list of 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;
- 4.1.1. Those who filed their SALNs with complete data;
 - 4.1.2. Those who files their SALNs but with incomplete data; and
 - 4.1.3. Those who did not file their SALNs.
- 4.2. To ensure that officials and employees submitted their SALN to the Human Resource Section on or before April 30 of every year and to transmit all original copies of the SALNs received on or before June 30 of every year to the SALN repository agencies;
- 4.3. To issue an advisory not later than February 15 of every year to set the deadlines for the annual submission of SALN of all officials and employees as of December 31 of the previous year. The advisory shall remind and update of the policy guidelines and any pertinent changes in CSC rules and regulations in the filing and submission of SALN, and said deadline for the submission of SALN shall be imposed regardless the declarant is on leave of absence with pay or on absence without leave (AWOL) during the compliance period;
- 4.4. To transmit to the Civil Service Commission all original copies (1st copy) of the SALN on or before June 30 of every year. The stamped copy / received by CSC will be forwarded to the Human Resource Section for filing to the 201 files of the officials and employees and the 3rd copy will be the personal copy of the declarant.

5. MINISTERIAL DUTY OF THE HEAD OF THE AGENCY TO ISSUE COMPLIANCE ORDER

Within five (5) days from receipt of the list and recommendations from the Review and Compliance Committee, it shall be the ministerial duty of the Head of the Agency to issue an order requiring those who have incomplete date 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 thirty (30) days from receipt of said order (Section 3, CSC MC No. 03, s. 2013)

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**6. SANCTION FOR FAILURE TO COMPLY / ISSUANCE OF A SHOW-CAUSE ORDER
(Section 4, CSC MC No. 3, s. 2013)**

- 6.1. 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 in Section V hereof shall be a ground for disciplinary action.
- 6.2. The Head of the Agency shall issue a show-cause order directing the official or employee concerned to submit his/ her comment or counter-affidavit and the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the Revised rules of Administrative Cases in the Civil Service.

The penalties for failure to file SALN shall be:

First Offense - Suspension of one (1) month and one (1) day to six (6) months

Second Offense - Dismissal from the service

7. ADDITIONAL PROVISIONS

At any time that the whole or part of the Philippines is placed under exceptional circumstances, all public officials and employees or those in affected area/s are given additional period of thirty (30) days from April 30 of such year within which to comply with the filing of the SALN. All departments, agencies and offices or those in affected area/s are also given additional period of thirty (30) days from June 30 of such year within which to comply with the submission of the SALNs to the appropriate repository agency.

8. EFFECTIVITY

This policy guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance. As such, all previous orders and issuances inconsistent herewith are deemed suspended and/or revoked accordingly.

For guidance and compliance.


CECILLE LORENZANA ROMERO



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