



## **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

### **I. OBJECTIVE**

To establish guidelines in the filing, review and submission of the Sworn Statement of Assets, Liabilities and Net Worth (SALN) of Forest Products Research and Development Institute (FPRDI) officials and employees pursuant to existing laws and pertinent Civil Service Commission (CSC) memorandum circular issuances.

### **II. LEGAL BASIS**

- a. Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”;
- b. CSC MC No. 10 s. 2006 on the “Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections”;
- c. CSC MC No. 2 s. 2013 entitled “ Revised SALN Form”;
- d. CSC MC No. 3 s. 2013 on the “Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections”;
- e. CSC Resolution No. 1300455 dated 4 March 2013 entitled “Review and Compliance Committee for SALN”;
- f. CSC Resolution No. 1500088 dated 23 January 2015 entitled “Amendment to CSC Resolution No. 1300173 (24 January 2013): Revised SALN Form”;
- g. CSC MC No. 3 s. 2015 dated 17 February 2015 entitled “Amendment to CSC MC No. 2 s. 2013 on the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form”;
- h. Office of the Ombudsman Memorandum Circular No. 2 dated 02 August 2017; and
- i. Other pertinent laws, rules and regulations on the matter.



### III. COVERAGE

This covers all permanent employees holding plantilla positions of the Forest Products Research and Development (FPRDI).

### IV. FORM

All permanent employees shall use the CSC prescribed SALN form and the Guidelines in Filling-out the SALN Form.

### V. FILING AND SUBMISSION OF SALN

All FPRDI official and employees indicated in item III shall file under oath three (3) copies of their SALN, all originally signed by the declarant:

- a. Within thirty (30) days after the assumption of Office, statement of which must be reckoned as of the employee's first day of service;
- b. On or before 30 April of every year thereafter, statement of which must be reckoned as of the end of the preceding year; and
- c. Within thirty (30) days after separation from the service, statement of which must be reckoned as of the employee's last day of office.

The Finance and Administrative Division- Human Resource Management Section (FAD-HRMS) shall be the designated as the repository of the submitted SALN documents in coordination with the Review and Compliance Committee (RCC).

The HRMS shall consolidate the submitted SALN documents and endorse the same the aforementioned forms to the RCC Secretariat.

### VI. REVIEW COMMITTEE

A Review and Compliance Committee on SALN shall be created and undertake the following function:

- a. Review and determine the Agency submission of Statement of Assets, Liabilities and Net Worth (SALN) whether said statements have been filed on time and properly accomplished in the proper form;



- b. Render any opinion interpreting the provision on the review and compliance procedures in the filing of statements of assets, liabilities, net worth and disclosure of information; and
- c. Formulate review and compliance procedure regarding filing of SALN.

The committee shall be composed a Chairman and at least two members, wherein the Chief Administrative Officer is the designated Chairperson.

## VII. REVIEW/EVALUATION PROCESS

The RCC secretariat shall prepare a list of employees in alphabetical order, who:

- a. Filed SALN with Complete Data;
- b. Filed SALN but Incomplete Data; and
- c. Did Not File SALN.

The RCC shall evaluate the SALNs to determine whether said statements have been properly accomplished. As a matter policy, SALN is deemed properly accomplished when all applicable information or details required are provided by the declarant. Items not applicable should be marked "N/A" or "Not Applicable". If the signature of the spouse cannot be secured, a signed explanation letter/justification should be attached to the SALN.

The RCC shall recommend to the Director for issuance of Compliance Order to those filers who have incomplete data in their SALN to correct/supply the required/desired information and those who did not file/submit their SALN to comply fifteen (15) days upon receipt of the said Order.

## VIII. SUBMISSION OF SALN TO CONCERNED AGENCY

The RCC shall submit the following to the Civil Service Commission (CSC) Main Office the following on or before 30<sup>th</sup> June of every year:

- a. Reviewed SALNs signed by the Director;
- b. Certificate of Compliance and Summary of Filers (soft and hard copies)



## IX. ADMINISTRATIVE SANCTIONS

Failure to comply to correct or submit the SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action.

The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule X of 2017 Revised Rules on Administrative Cases in the Civil Service, as follows:

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

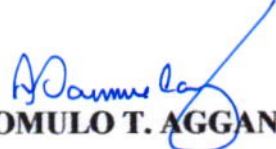
2<sup>nd</sup> Offense – Dismissal from the service

## X. REPEALING CLAUSE

All previous rules inconsistent herewith are deemed repealed or modified accordingly.

## XI. EFFECTIVITY

These guidelines shall take effective immediately.

  
f **ROMULO T. AGGANGAN**  
Director