



PROCEDURE IN AGENCY REVIEW AND COMPLIANCE PROCEDURES IN THE FILLING OF THE STATEMENT OF ASSETS, LIABILITIES, NETWORTH (SALN) AND DISCLOSURE OF BUSINESS AND FINANCIAL INTERESTS

ALL Plantilla Personnel are required to submit upon assumption to office and during such period as may be required by law, a declaration under oath, their assets, liabilities, net worth and business interests and financial connections including their spouses and unmarried children below 18 years of age living their household.

ALL Plantilla Personnel regardless of employment status shall file under oath their Statement of Assets, Liabilities, Net worth and Disclosure of Business Interests and Financial Connections using the revised form as of 2015, and submit to Administrative Division within thirty (30) days after assumption to office ; on or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year ; and, within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office.

- Employees are required to fill in ALL applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A ;
- The Review and Compliance Committee shall receive, evaluate, and check the forms if they are complete and in proper form ;
 - Check if complete / incomplete
 - Check who did not file
- The Review and Compliance Committee shall submit to Civil Service Commission the following:
 - Accomplished SALN Form (Hard and electronic copy)
 - List of FILERS and NON-FILERS
- An office memorandum shall be issued to employees who have incomplete information to complete the required details, and also to those who have not submitted their SALN to comply with the directives issued before its deadline ;
- Employees who fail to submit their SALN in accordance with the procedure and within the given period shall be meted with disciplinary action ;
 - 1st offense – Suspension for one (1) month and one (1) day to six (6) months and one (1) day
 - 2nd offense – Dismissal from the service.

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuances.


MARY LIZA B. DIÑO
Chairperson & CEO