

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 officials and employees of the National Research Council of the Philippines pursuant to existing laws and pertinent CSC issuances.

II. LEGAL BASIS

- a. Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) and its Implementing Rules
- b. CSC MC No. 10 s. 2006 dated April, 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+
- c. CSC MC No. 2 s. 2013 dated January 4, 2013 entitled Revised SALN Form (with guidelines)
- d. CSC MC No. 03 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 March 4, 2013 entitled Review and Compliance Committee for the SALN+
- f. CSC Resolution No. 1500088 dated January 23, 2015 entitled ~~%~~Amendment to CSC Resolution No. 1300173 dated January 24, 2013 on the ~~%~~Revised SALN Form+
- g. MC No. 03 s. 2015 dated February 17, 2015 entitled ~~%~~Amendment to CSC MC No. 2 s. 2013 on the ~~%~~Revised Statement of Assets and Liabilities and Net Worth (SALN) Form+

III. COVERAGE

This covers all permanent employees of the National Research Council of the Philippines.

IV. FORM

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

V. FILING AND SUBMISSION OF SALN

All officials and employees of the NRCP shall file under oath three (3) copies of their SALN, all originally signed by declarant to the Executive Director.

- a. Within thirty (30) days after assumption to office, which must be reckoned as the employee's first day of service;
- b. Within thirty (30) days after separation from the service, which must be reckoned as the employee's last day of office; and
- c. On or before February 15 of every year thereafter.

VI. REVIEW COMMITTEE

The NRCP Review and Compliance Committee shall be composed and authorized to review the contents and evaluate if the SALN has been submitted on time, complete and in proper form.

The Committee shall be composed a Chairperson and two members, wherein the head of the Finance and Administrative Division is the designated Chairperson.

VII. REVIEW PROCESS

- a. Upon receipt of accomplished SALN forms, the Administrative Officer V . HRMS will check for the completeness of the submitted documents.
 - It is strictly required for declarant to fill in all applicable information in the SALN form. Otherwise, such items should be marked with %N/A+or %not applicable+.
 - A declarant who has no business interest and/or relatives in the government should tick off the box indicating such information and not write %N/A+in the available blanks.
 - If the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.

- Changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
- b. The HRMS shall submit to the Review and Compliance Committee a report containing the following list of employees in alphabetical order, and a report indicating any findings as a result of evaluation done:
 - Filed SALN with complete data;
 - Filed SALN but with incomplete data; and
 - Did not file their SALNs
 - c. The Review and Compliance Committee shall review the submitted report and issue SALN Compliance Request. Non-compliant declarants will be given five (5) days upon receipt of report to address non-compliance.
 - d. Only those who satisfactorily complied must be listed in the final report for signature of NRCP Executive Director and for submission to the CSC on or before April 30 every year.
 - e. All personnel who failed to comply for the given five (5) days to address non-compliance shall be reported to the Executive Director for issuance of Memorandum to comply. Declarant must correct/supply the desired information in and/or submit their SALN within fifteen (15) days from receipt of Memorandum.
 - f. The Review and Compliance Committee will again review the submitted SALN and make a Final Report for submission to the Executive Director copy furnished the CSC.
 - g. Personnel who failed to comply after the issuance of Memorandum will be meted with corresponding administrative charges when evidence so warrants. The disciplining authority will give appropriate action.

VIII. SUBMISSION/DISTRIBUTION

The Human Resource Management Section of the Finance and Administrative Division of the Council shall:

- a. Consolidate the SALN submitted to them;
- b. Prepare Certification of Compliance and Summary List of Filers (e-copy and hard copy);

- c. Submit all original copies of SALN (1st copy) to the CSC not later than June 30 of every year together with the Certification and Summary List of Filers and Non-filers.
- d. Return the 2nd copy of SALN to the personnel concerned;
- e. Compile the 3rd copy of SALN for filing.

IX. ADMINISTRATIVE SANCTIONS

Failure to comply 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:

- 1st Offense . Suspension for one (1) month and one (1) day to six (6) Months
- 2nd Offense . Dismissal from the service

X. RESOLUTION OF ISSUES

To ensure standard and consistent interpretation of the SALN rules, the Review and Compliance Committee shall resolve all issues pertaining to compliance with the submission and filing of SALN by all NRCP plantilla personnel.