



REPUBLIC OF THE PHILIPPINES  
**NATIONAL PRINTING OFFICE**

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**RECORDS**

**MEMORANDUM**

TO : ALL CONCERNED  
FROM : OFFICER-IN-CHARGE  
SUBJECT : REVIEW AND COMPLIANCE PROCEDURE  
DATE : SEPTEMBER 30, 2019

*[Handwritten signature]*  
SEP 30 2019 2:47PM

**“GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS OF THE NATIONAL PRINTING OFFICE”**

**REFERENCES**

- ✓ 1987 Constitution of the Republic of the Philippines
- ✓ Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”
- ✓ CSC Memorandum Circular No. 10, series of 2006 on the “Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net worth and Disclosure of Business Interest and Financial Connections”
- ✓ CSC Resolution Number 1300455 dated March 4, 2013 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Net worth (SALN)”

**OBJECTIVE**

The Constitution of the Republic of the Philippines requires public officers and employees to submit upon assumption of office and during such period as may be required by law, declaration under oath of their assets, liabilities and net worth (SALN). 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 their spouses and unmarried children below eighteen (18) years of age living in their households. As it is endowed with public interest, there is need to establish a review and compliance procedure in the filing and submission thereof thus these Guidelines.

## **COVERAGE**

These Guidelines shall cover All Plantilla-Based Personnel regardless of employment status.

## **GUIDELINES:**

### **1. FILING AND SUBMISSION OF SALN**

1. 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 (HRM) Section, to wit:
  - 1.1 Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - 1.2 On or before April 30<sup>th</sup> of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  - 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.
2. Employees are strictly 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" (not applicable).

### **2. PERSONS AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN**

There shall be a designated Review and Compliance Committee to receive, through the Human Resource Management (HRM) Section 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.

### **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 Human Resource Management (HRM) Section on or before May 15<sup>th</sup> of every year:

- 3.1 Those who filed their SALNs with complete data;
- 3.2 Those who filed their SALNs but with incomplete data, and
- 3.3 Those who did not file their SALNs.



#### **4. MINISTERIAL DUTY OF THE HEAD OF THE HRM SECTION TO ISSUE COMPLIANCE ORDER**

Immediately upon receipt of the aforementioned list and recommendation from the Chairman of the SALN Review and Compliance Committee, it shall be the ministerial duty of the Head of the HRM Section to issue order requiring those who have incomplete data in their SALN to correct/supply the information and those who did not file/submit their SALNs to comply within an non-extendable period of three (3) days from the receipt of the said order.

Assets and/or properties acquired, donated or transferred 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.

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

Failure to correct/submit 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. From the recommendation of the Chairman of the SALN Review and Compliance Committee, a show-cause order shall be issued directing the concerned employee to submit/his/her comment or counter-affidavit; and if the evidence so warrants, the conduct of administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service shall commence. The offense for failure to file SALN shall be:

- 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

#### **6. TRANSMITTAL OF ALL SUBMITTED SALN TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30<sup>th</sup> OF EVERY YEAR.**

The Human Resource Management (HRM) Section shall transmit all original copies of the SALNs received to the concerned offices on or before June 30<sup>th</sup> of every year.

#### **7. REPEALING CLAUSE**

All issuances inconsistent with these Guidelines are deemed repealed or modified accordingly.

## 8. SEPARABILITY CLAUSE

Unless expressly repealed or superseded, any part of provision in this Guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

## 9. EFFECTIVITY

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

**FOR YOUR INFORMATION AND STRICT COMPLIANCE**



**ENGR. NEIL L. MACARAEG**

