

AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT AND FINANCIAL DISCLOSURES

REFERENCES:

- 1987 Philippine Constitution
- Republic Act No. 6713, also known as the Code of Conduct and Ethical Standards for Public Officials and Employees
- 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, a declaration of their assets, liabilities and net worth (SALN).

1. ISSUANCES OF ADVISORIES:

The advisory shall be issued not later than March 16 of every year to set the deadline/s for the annual submission of SALN of all DSWD Regular, Casual and Contractual employees as of December 31 of the previous year. The advisory shall remind all DSWD Regular, Casual and Contractual employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

2. FILING AND SUBMISSION OF SALN

All DSWD Regular, Casual and Contractual employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections. The three (3) original copies of duly accomplished SALN shall be submitted to Personnel Administration Section at the earliest possible time but not later than March 16 of every year.

3. FUNCTIONS OF REVIEW AND COMPLIANCE COMMITTEE AND SECRETARIAT

The Review and Compliance Committee created by virtue of Regional Special Order (RSO) No. 726 series of 2020 dated November 14, 2018 as amended by RSO No. 472 series of 2020 dated March 10, 2020 shall perform the following functions:

- a. Evaluate the Statement of Assets, Liabilities and Net worth (SALN) Form submitted to determine whether it was submitted on time, accomplished completely and proper in form;
- b. Prepare/submit list of the employees in alphabetical order to be submitted to the head of agency on the prescribed deadline:
 - b.1 Those who filed their SALNs with complete data;
 - b.2 Those who filed their SALNs but with incomplete data; and
 - b.3 Those who did not file their SALNs.

- c. Submit to the concerned office the duly accomplished and reviewed SALN Forms with certification that the same have been filed completely and on time and using the proper forms.

4. REVIEW PROCESS

Upon receipt of the accomplished SALN forms, the designated secretariat of the Review and Compliance Committee shall ensure that the said ^{form} has been submitted on time, complete and in proper form. Then forward the said form to the Review and Compliance Committee for evaluation and to determine whether the said information/statement has been properly accomplished. In the event that there incomplete or improperly filled out in the SALN form, the corrections shall be noted and be returned to the concerned employee. It is then the responsibility of the employee to immediately return the revised SALN form to the secretariat of the Review and compliance committee.

5. ADMINISTERING OFFICER

The properly filled out and revised SALN form shall be endorsed to the Administering officer of the Agency / Head of the Agency for signature on the Person Administering Oath.

6. SUBMISSION TO OMBUDSMAN

The secretariat of the Review and Compliance committee shall transmit the original copies of SALN form received from the Regular, Casual and Contractual employees of the Agency to the Office of the Ombudsman on or before the prescribed deadline.

7. FAILURE TO FILE SALN

Failure to file a Sworn SALN and disclosure of business interests and financial connections shall be ground for administrative disciplinary action, without prejudice to criminal and civil liabilities as may be provided in the law. Under Section 46 (D) (8) of Rule X of the Revised Rules on Administrative Cases in the Civil Service, **such failure shall be punishable with suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.**


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Regional Director



Process Flow: Procedure on Filing of Statement of Assets, Liabilities and Net worth (SALN)

Flow Chart	Responsible Person	Timeline	Applicable Policies/Instruction	Forms used
<pre>graph TD A[Reminder: Memorandum on Submission of SALN] --> B[Declarant] B --> C[Received by PAS, Reviewed the completeness by RCC Secretariat] C --> D[The RCC will evaluate and determine whether the information has been properly accomplished] D --> E{Complete} E -- NO --> F[RCC directs employee/s to take the necessary] E -- YES --> G[RCC includes the name of the employee to the list of filers] F --> H{Compliant?} H -- YES --> G H -- NO --> I[RCC forwards the list of employees who did not submit SALN and those who submitted but with incomplete data to the Regional Director (RD)] I --> J[RD issues order directing concerned employee/s to submit SALN/comply with the findings of the RCC] J --> K{Compliant?} K -- YES --> G K -- NO --> L[Disciplinary Action] G --> M[The RCC endorse the SALN form the Administering officer for signature] M --> N[The RCC Secretariat collects the signed SALN form by the Administering oath] N --> O[Submission to Ombudsman]</pre>	Current Regular, Contractual and Casual Employees	Prescribed deadline		
	Newly Hired Regular, Contractual and Casual Employees	Within 5 days upon assumption	RA No. 6713, Section 8 RA No. 3019, Section 7	SALN Form (CSC MC. No. 3, s. of 2015)
	Separated Regular, Contractual and Casual Employees	15 days after separation		
	RCC	5 minutes / document	Special Order No. 472 series of 2020	
	Concerned Employee	30 days from receipt of the order	RA 6713	
	Disciplining authority	Within 5 days from the lapse of the 30-day grace period	RD shall issue a Show Cause order directing the concerned employee/s to submit counter affidavit; and if the evidence so warrants proceed with the conduct of administrative proceedings (RA 6713)	
	RCC Secretariat	2 Hours		
	Administering Officer	5 minutes / documents		-Certification -Matrix of summary List of filers -Original SALN of Employee/s
	PAS	Prescribed deadline		