

Memorandum Circular No.	GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS	Date: September 3, 2020
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**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 under oath of their assets, liabilities and net worth (SALN). The same shall be accomplished under oath as the public has the right to 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. In the interest of the public, there is need to establish a review and compliance procedure in the filling and submission thereof thus this guidelines is hereby formulated to existing rules and regulations of the Civil Service Commission.

**COVERAGE:**

This circular shall cover All Plantilla-Based Personnel regardless of employment status.

**GUIDELINES:**

**Section 1.** Filing and Submission of SALN

a. 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 Division (HRMD), to wit:

- I. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
- II. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- III. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;

b. 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).

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SUC President III



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**Section 2.**Persons authorized to review and evaluate the submitted SALN

There shall be a designated Review and Compliance Committee to receive, through the HRMO 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 filing thereof.

**Section 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 head of agency copy furnished the Civil Service Commission on or before October 31 of this year.

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

**Section 4.**Ministerial Duty of the President to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be ministerial duty of the President to issue an order requiring those who have incomplete data in their in SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within an non-extendable period of three (3) days from receipt of 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 SALN, must be declared or reflected in the next or succeeding SALN.

**Section 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. The President shall issue a show-cause order the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so

  
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warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

**Section 6.** Transmittal of all submitted SALNs to the appropriate repository agencies on or before October 31.

The HRMO shall transmit all original copies of the SALNs received to the appropriate repository agencies on or before October 31 of this year.

**EFFECTIVITY**

This Memorandum Circular shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

**REFERENCES**

1987 Philippine Constitution

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 for the Assets, Liabilities and Net worth (SALN)" CSC Memorandum Circular No. 13, series of 2020 on the "Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020"

  
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