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OFFICE ORDER
No. 003
Series of 2019

REVIEW AND COMPLIANCE PROCEDURE FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

Purpose

Pursuant to Section 8 of RA 6713 also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

Coverage:

All plantilla-Based Personnel regardless of employment status.

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 of Assets, Liabilities and Net Worth (SALN)."
- CSC Resolution Number 1500088 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)."

1. Issuance of Memorandum on the submission of SALN

An advisory shall be issued not later than February 15 of every year to set the deadline for the annual submission of SALN of all ITDI officials and employees reckoned as of the end of the previous year. The advisory shall remind and update all ITDI officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

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2. Filing and Submission of SALN

- a. The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond March 31 of every year to the Review and Compliance Committee through the Administrative Division – Human Resource Management Section (ADM-HRMS), in three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.
- b. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections to the Human Resource Management Section (HRMS), 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;
- c. Husband and wife who are both public officials or employees may file the required statements jointly or separately. A joint statement shall be signed by both spouses and shall be filed in their respective offices.
- d. 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).

3. Review and Evaluation of the submitted SALN

Review and Compliance Committee (RCC) to receive, through the HRMS 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.

Upon receipt of the accomplished SALN forms, the HRMS, shall evaluate the same within seven (7) working days to determine compliance with the following:

- a. The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable."
- b. A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
- c. In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
- d. Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.

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- e. Any or all 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.

4. Issuance of Compliance Order

The HRMS, shall submit to the RCC on or before April 7 of every year a Preliminary Report containing the list of employees, in alphabetical order, who:

- (a) filed their SALNs with complete data;
- (b) filed their SALNs but with incomplete data; and
- (c) did not file their SALNs.

The Report shall likewise indicate any findings as a result of the evaluation conducted by the HRMS.

The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Request (PCR) if and when necessary in which case, the RCC shall issue the PCR within three (3) days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five (5) days from the receipt of the PCR.

Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the ITDI Director on or before May 10 of every year.

Said Report shall contain a list of ITDI officials and employees in alphabetical order, who:

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

The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the ITDI Director shall be copy furnished the CSC on or before May 15 of every year.

5. Sanctions for Failure to Comply

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 ITDI Director shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

The offense for failure to file SALN shall be:

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

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6. Transmittal of all submitted SALNs

The HRMS shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year to the Deputy Ombudsman and the Civil Service Commission the following:

- Summary of List of Filers (using CSC Form);
- Certification of Compliance (using CSC Form); and
- Soft copy of Summary List of Filers;

7. Transparency and Access to Information

All public documents must be made accessible to, and readily available for inspection by the public during working hours.

For Compliance


ANNABELLE V. BRIONES, Ph.D.
Director



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