



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

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SALN Review and Compliance Committee (RCC) Internal Guidelines

1.0 OBJECTIVES

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Procurement Service employees pursuant to existing laws and pertinent CSC issuances.

2.0 FUNCTIONS OF RCC

2.1 The Review and Compliance Committee (RCC) created by virtue of Office Order No. 198-14 dated 05 May 2014 as amended by Office Order No. 024-18 dated 06 February 2018 shall perform the following functions, as follows:

- 2.1.1 Evaluate the filled-up SALN forms submitted by PS employees to determine the timeliness of submission and the completeness of the information required using the official form;
- 2.1.2 Transmit all original copies of the SALNs to CSC on or before 30 June of every year;
- 2.1.3 Resolve issues pertaining to compliance with the submission and filling of SALNs by all PS employees;
- 2.1.4 Perform such other functions as may be necessary to ensure compliance by PS with all SALN related concerns.

3.0 ISSUANCE OF ADVISORIES

- 3.1 An Advisory shall be issued not later than 01 March of every year to set the deadline/s for the annual submission of SALN for PS employees as of 31 December of every year. The advisory shall remind and update all PS employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.
- 3.2 The RCC shall issue such other advisory as often as may be necessary.

4.0 FILING OF SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond 31 March of every year to the Human Resource Division (HRD) 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.

5.0 ADMINISTRATION OF OATH

The PS Executive Director or her delegate shall administer the oath for the SALNs of all PS employees.

6.0 REVIEW PROCESS

- 6.1 Upon receipt of the accomplished SALN forms, the HRD shall evaluate the same within seven (7) days to determine the compliance with the following:
 - 6.1.1 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";
 - 6.1.2 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;
 - 6.1.3 In case of the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN;
 - 6.1.4 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;
 - 6.1.5 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.
- 6.2 The HRD shall submit to the RCC on or before 15 April of every year a Preliminary Report (PR) 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 HRD.
- 6.3 The RCC shall review the PR and issue the SALN Compliance Report (SCR) indicating all of its findings and the corresponding actions available to the non-compliant declarants within five (5) days from the receipt of PR.
- 6.4 Only those who have satisfactorily responded with the SCR 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 PS Executive Director on or before 15 May of every year. Said Report shall contain a list of PS employees in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the PS Executive Director shall be copy furnished the CSC on or before 15 May of every year.

- 6.5 Based on the recommendation of the RCC, the DBM Secretary, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the SCR or not have satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.
- 6.6 If there is a written request for clarification on the Compliance Order, the same shall be endorsed to the RCC through the HRD within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Executive Director. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Executive Director. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Executive Director copy furnished the CSC.
- 6.8 Finally, the RCC shall recommend to the Executive Director the issuance of the Show-Cause Order to the PS employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the PS Executive Director the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Executive Director shall direct the matter to the Disciplinary Action Committee (DAC) for appropriate action.

7.0 TRANSMITTAL AND DISTRIBUTION

The HRD shall transmit all original copies of the SALNs (1st copy) of PS employees to the CSC on or before 30 June of every year.

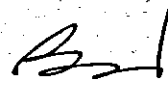
A duplicate copy of said official transmittal with stamped "received" by CSC shall be forwarded to the respective Administrative Officers (AOs) of each division who shall acknowledge receipt thereof together with the personal copies (3rd copy) of the declarants. It shall be the responsibility of the AO to ensure that the declarant properly acknowledge receipt of his/her personal copy of SALN. The HRD shall maintain the 2nd copy of the SALN for the 201 file of the employee.

8.0 SANCTION FOR FAILURE TO COMPLY

Failure of an employee to correct/submit his/her SALN in accordance with the procedure and period shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated 24 January 2013.

9.0 ACCESSIBILITY OF SALNs

Accomplished SALNs of PS employees shall be made available to the public subject to the rules and regulations under the data privacy act.



BINGLE B. GUTIERREZ
Executive Director ↗