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|  | PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE                                | Document Number: | QP-DCC-01 |
|                                                                                   | STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) REVIEW AND COMPLIANCE PROCEDURES | Revision Number: | Ø         |
|                                                                                   |                                                                                       | Number of Pages: | 1 of 9    |

| Execution Date    | Rev. No. | Revision Type | Change Description                                              | Page Affected | Originator                   |
|-------------------|----------|---------------|-----------------------------------------------------------------|---------------|------------------------------|
| February 21, 2022 | Ø        | New           | Newly established in accordance with ISO 9001:2015 requirements | -             | Chief Administrative Officer |

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| Prepared by:                                                                                          | Reviewed by:                                                                                          | Approved by:                                                                                                       |
| <br>LOLITA M. OREO | <br>LOLITA M. OREO | <br>JOSEFINA V. ALMEDA, Ph.D. |
| Chief Administrative Officer                                                                          | ISO Facilitator                                                                                       | Executive Director III                                                                                             |

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## APPROVAL PAGE

This updated review and compliance procedures in the filing, review, and submission of the Statement of Assets, Liabilities, and Net Worth (SALN) is issued in compliance with the Civil Service Commission (CSC) issued CSC Resolution No. 060231 dated 1 February 2006 to provide for the establishment of a standard review and compliance procedure to be observed by all public officials and employees in the filing and submission of the SALN.

Article XI Section I of the 1987 Constitution and Republic Act (RA) No. 6713 of Section 8 mandate public officials and employees to be accountable at all times to the people, and require them to submit declarations under oath of their assets, liabilities, net worth, and financial and business interest and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

This SALN procedures shall ensure smooth and proper implementation of the Institute's compliance with the SALN requirements, the officials and employees must be informed of procedures and timelines related thereto.

Approved by:

  
**JOSEFINA C. VENEGAS-ALMEDA, Ph. D**  
 Head of the Institute/Executive Director III

February 21, 2022

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## **UPDATED REVIEW AND COMPLIANCE PROCEDURES IN THE FILING, REVIEW, AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)**

The Civil Service Commission (CSC) issued CSC Resolution No. 060231 dated 1 February 2006 (Review and Compliance provides for the establishment of a standard review and compliance procedure to be observed by all public officials and employees in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN)); and emphasizes the ministerial duty of the Head of the Institute to issue an order requiring those who have incomplete data on their SALN, and Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections) those who have not filed/submitted their SALN to comply within the prescribed period.

This is in relation to Section 1, Article XI of the 1987 Constitution and Section 8 of Republic Act (RA) No. 6713 mandate public officials and employees to be accountable at all times to the people, and require them to submit declarations under oath of their assets, liabilities, net worth, and financial and business interest and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The Special Order (SO) No. 21-136 dated September 20, 2021 on the Creation of the SALN Review and Compliance Committee with functions, was issued to establish the Institute's Review and Compliance Procedure on SALN filing, review, and submission. Hence, to ensure smooth and proper implementation of the Institute's compliance with the SALN requirements, the officials and employees must be informed of procedures and timelines related thereto.

### **1.0 OBJECTIVE**

To provide guidelines in the filing, review, and submission of the SALN of the Institute's Officials and employees pursuant to the 1987 Constitution, existing laws, and pertinent Civil Service Commission (CSC) resolutions, and other relevant issuances.

### **2.0 COVERAGE**

2.0.1 These guidelines shall cover PSRTI Officials and Employees.

### **3.0 FUNCTIONS OF THE SALN REVIEW AND COMPLIANCE COMMITTEE**

3.0.1 Review the submitted SALN of PSRTI Officials and Employees and ensure that these were completely and properly accomplished.

3.0.2 Submit a Final Report to the Head of the Institute **on or before May 31 of every year.**

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- 3.0.3 Transmit all original copies of the properly accomplished SALN **on or before June 30 of every year** or on the date as may be prescribed by the CSC.
- 3.0.4 Prescribe the deadlines of submission, review, and filing of SALNs to the RCC consistent with deadlines prescribed by the CSC.
- 3.0.5 Resolve issues pertaining to compliance with the submission and filing of SALNs by all PSRTI Officials and Employees.
- 3.0.6 Perform such other functions as may be necessary to ensure compliance by PSRTI with all SALN-related concerns.
- 3.0.7 Ensure timely posting of the required SALN-related documents on the PSRTI DBM website by preparing and facilitating the appropriate requests and endorsements for the purpose and monitoring the posting compliance.
- 3.0.8 Human Resource Management Officer**
- Receive SALNs from officials and employees, transmit accomplished SALNs to the RCC;
  - Prepare report, RCC Certification, and transmittal memoranda/letters;
  - Safe keep PSRTI copies of the annual SALN submissions;
  - Issue certified copies of SALN on file and the certification on SALN compliance;
  - Formulate and update the RCC guidelines for approval of the RCC;
  - Schedule the RCC meetings and record resulting agreements, and
  - Prepare and safe keep RCC minutes of meetings.

#### 4.0 ISSUANCE OF ADVISORIES

- 4.0.1 The HRMO shall issue an advisory, not later than **January 15 of every year**, to remind all PSRTI Officials and Employees of the deadline/s for the annual submission of SALN as of December 31 of the previous year. The advisory shall likewise remind and update all PSRTI officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN; and
- 4.0.2 Subject to RCC clearance, the HRMO may also issue advisories as necessary to provide additional guidance, clarification, and instructions, among others, including revisions or updates on the guidance in accomplishing the SALN Form, as necessary.

#### 5.0 FILING OF SALN

The duly accomplished SALN shall be submitted by PSRTI Officials and Employees **on or before February 28 of every year** to the HRMO, in three (3) copies, all originally signed by the declarant and co-declarant /spouse, if applicable, using blue ink in order to distinguish the original from the photocopied forms, and duly signed by the person authorized to administer the oath. Said deadline shall be imposed regardless of whether the declarant is on official or personal leave of absence or on absence

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without leave during the compliance period.

## 6.0 ADMINISTRATION OF OATH

6.0.1 The Chief Administrative Officer, Finance and Administrative Division, shall administer the oath for the SALNs of all PSRTI Officials and Employees, indicating the date (day, month, and year) of oath in the SALN form.

## 7.0 REVIEW PROCEDURE

7.0.1 The HRMO, shall submit the following documents to the RCC on or before the date as may be approved by the RCC.

7.0.2 The alphabetical list of SALN filers as of January 31 of vis-à-vis the official Plantilla of PSRTI Officials and Employees as of December 31 of the preceding year.

7.0.3 The accomplished SALNs for review of the RCC.

7.0.4 Upon receipt of the accomplished SALN forms, the RCC shall evaluate the same on or before the date as may be approved by the RCC to determine compliance with the following rules.

7.0.5 The declarant is strictly required to fill out all applicable information in the SALN form. Otherwise, "Not Applicable" or "N/A" must be indicated in the space provided for the same or in the first row of all columns in the case of tables.

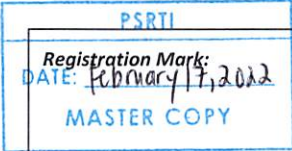
7.0.6 A declarant who has no business interests and/or relatives in the government must appropriately tick off the box indicating such information and must write "N/A" in the first row of all columns of the table provided to indicate non-applicability.

7.0.7 For married individuals, in case the signature of the spouse cannot be secured, a written explanation therefore must be submitted by the declarant.

7.0.8 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with proper pagination.

7.0.9 All pages of the SALN, including the Additional Sheets, must be numbered. The format of the pagination is: Page <order of page> of <total number of pages>:

7.0.9.1 If there are no additional sheets used, the paging should be Page 1 of 2 (for the front page) and Page 2 of 2 (for the back page); and

|                                                                                     |                           |                                                                                                                                                                                                                             |
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7.0.9.2 If there are additional pages, e.g., if there is 1 additional page bringing the total pages to 3, the paging shall be reflected as Page 1 of 3 (for the front page), Page 2 of 3 (for the back page) and Page 3 of 3 (for the additional page).

7.10 All changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarant and shall bear the declarant's initials.

Any correction or any entry that is not similarly written/typed/encoded as the other entries (e.g., written entry for a typed SALN, or a typed entry for a computerized SALN, or an entry with a different ink color) must be initialed by the declarant. After the RCC's review of the SALNs received, the report containing (a) list of filers with complete data; (b) list of filers with incomplete data; and (c) list of non-filers, together with the Preliminary Compliance Requests, if any, shall be submitted to the RCC on or before the date determined by the RCC.

7.10.1 The PCR shall be issued to employees who: (i) have filed their SALN with incomplete data; and (ii) have not filed their SALNs. The PCR shall contain the findings and the corresponding possible actions available to the non-compliant declarants. The non-compliant declarant shall comply with the PCR on or before the date as may be approved by the RCC.

7.11 After further verification of SALN compliance, including those of declarants issued with PCRs, if any, the RCC shall then submit to the Head of the Institute on or before the date determined by the RCC stating compliance and recommend the issuance of a Certification attesting that the SALNs have been duly reviewed by the RCC. The RCC shall then issue a Certification to that effect and forward the same to the HRMO.

7.11.1 Only those who have submitted their SALNs with complete data, as well as those who satisfactorily responded with the PCR within the prescribed period, shall be included in the list of those who filed their SALN with complete data in the Certification and Final Report to be submitted by the RCC through a Memorandum to the Head of the Institute **on or before April 30 of every year**; and

7.11.2 Said Report shall contain a list of PSRTI Officials and 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 CSC shall be furnished a copy of the Final Report as submitted to the Head of the Institute **on or before May 31 of every year**.

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- 7.12 Based on the recommendation of the RCC, the Head of the Institute, within five (5) working days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto, to correct/supply the desired information and/or submit their SALNs within a non-extendible period of fifteen (15) calendar days from the receipt of the said Order.
- 7.13 If there is a written request for clarification on the Compliance Order, the same shall be submitted to the RCC through the HRMO, within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Head of the Institute within five (5) working days.
- 7.14 The RCC shall review the response/justification of the non-compliant declarants to the Compliance Order within five (5) working days from receipt thereof and make the proper recommendation to the Head of the Institute.
- 7.14.1 The PSRTI Officials and/or employees found to be compliant with the Compliance Order shall be recommended for inclusion in the Final Report as part of the list of employees who filed their SALNs with complete data; and
- 7.14.2 For PSRTI Officials and/or Employees who have not complied with the Compliance Order or found to have not satisfactorily responded thereto, the RCC shall include their names in the list of employees who: (i) filed their SALNs with incomplete data; or (ii) did not file their SALNs; and recommend to the Head of the Institute the issuance of a Show Cause Order.
- 7.15 Immediately upon receipt of the RCC recommendation, the Head of the Institute shall: (i) direct the HRMO to transmit the SALN of compliant declarants along with the declarant's justification for late submission; and if applicable; (ii) issue the Show Cause Order directing the remaining non-compliant PSRTI Official or Employee to submit his/her comment or counter-affidavit, and if the evidence so warrants, direct the HRMO, to take the necessary action for the conduct of administrative proceedings in accordance with Section 4 of CSC Resolution No. 060231 dated 1 February 2006, as amended by CSC Resolution No. 1300174 dated 24 January 2013 (Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections).

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## 8.0 TRANSMITTAL AND DISTRIBUTION OF SALNs

8.1 The HRMO shall transmit all original copies of the SALNs of PSRTI Officials and Employees **on or before June 30 of every year** to the official repository agencies in accordance with Section 8 of RA No. 6713 and Section 5 of CSC Resolution No. 060231, as amended by CSC Resolution No. 1500088 promulgated on 23 January 2015, and such other relevant issuances which may hereinafter be issued.

8.2 Two (2) duplicate copies of the SALN shall be maintained for the following purposes:

- (i) a copy for the safekeeping of the HRMO; and
- (ii) a copy to be provided to the declarant for his/her personal file.

## 9.0 SANCTIONS FOR NON-COMPLIANCE

Failure of an official or employee to submit or correct his/her SALN in accordance with the procedure and period under CSC Resolution No. 060231, as amended, and the instant Review and Compliance Procedures shall be dealt with in accordance with Section 4 of said CSC Resolution.

## 11.0 RESOLUTION OF ISSUES

To ensure standard and consistent interpretation of the SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by PSRTI Officials and Employees.

## 12.0 COMPLIANCE WITH THE REQUIREMENTS OF THE TRANSPARENCY SEAL

In compliance with Section 93 of RA No. 10155, as clarified in National Budget Circular No. 542 dated 29 August 2012, and similar provisions in the annual General Appropriations Act requiring the posting of Agency Compliance Procedures of Statements and Financial Disclosures, including the SALN Guidelines, this Guidelines and succeeding revisions thereof shall be posted as part of the Institute's Transparency Seal on the PSRTI website.

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