



MEMORANDUM CIRCULAR
2020 - 33

SUBJECT : REITERATION OF GUIDELINES AND PROCEDURES IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

Pursuant to CSC Memorandum Circular No. 10, series of 2006 otherwise known as the “Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections”, CSC Resolution No. 1300455 and EMB Special Order No. 2020-249, creating a SALN Compliance Committee in the Environmental Management Bureau, the guidelines and procedures in the filing and review of the SALN is hereby provided and defined.

Section 1. Filing of SALN

- a. All Plantilla Based officials and employees shall file their SALNs and Disclosure of Business Interests and Financial Connections under oath with their respective Chief Administrative Officers, to wit:
 1. Within thirty (30) days upon assumption of office, statements of which must be reckoned as of his/her first day of service;
 2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of service.
- b. All officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

Section 2. Authorized personnel to review and evaluate submitted SALNs

The Human Resource Management Development Section (HRMDS) shall receive SALNs of officials and employees. A Review and Compliance Committee with the composition under EMB Special Order No. 2020-249 shall take the lead in reviewing and evaluating submitted SALNs. It shall evaluate if the same has been submitted on time, complete and in proper form.

Moreover, the Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the Bureau Director copy furnished the Civil Service Commission on or before May 15 of every 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 3. Ministerial Duty of the Head of Office to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct or supply the desired information and those who did not file or submit their SALNs to comply within a non-extendible period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

Section 4. Sanction for Failure to Comply/Issuance

Pursuant to Section 50 of Rule 10 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), under letter D, failure to file sworn SALN and disclosure of business interests and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned to submit his/her counter-affidavit within a period of five (5) days upon receipt of said order. Should the concerned official or employee fail to submit a counter-affidavit within the prescribed timeframe, administrative proceedings shall be conducted still pursuant to the provision under the 2017 RACCS, with the following penalties:

- First Offense** - Suspension of one (1) month and one (1) day to six (6) months
- Second Offense** - Dismissal from the service

Section 5. Transmittal of all submitted SALNs to the concerned agencies on or before May 15

The Chief Administrative Officer shall transmit all original copies of the SALNs received on or before May 15 of every year, to the concerned offices.

Section 6. Effectivity

This Circular shall take effect immediately and shall remain in force unless revoked, cancelled or superseded in writing.

Issued this 28th day of October 2020.


ENGR. WILLIAM P. CUÑADO
OIC-Director

References:

Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees
CSC Memorandum Circular No. 10, series of 2006
CSC Memorandum Circular No. 02, series of 2013
CSC Memorandum Circular No. 03, series of 2015
CSC Resolution No. 1701077 or the 2017 Rules on Administrative Cases in the Civil Service
EMB Special Order No. 2020-249

