



September 28, 2018

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PHIVOLCS Administrative Order No. _____
Series of 2018

SUBJECT: Guidelines in the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connections

1. OBJECTIVE

This Administrative Order provides guidelines in the filing, review and submission of Statement of Assets, Liabilities and Net Worth (SALN) of PHIVOLCS employees pursuant to existing laws and pertinent CSC issuances.

2. SCOPE

This Administrative Order shall apply to all Plantilla-based men and women employees of PHIVOLCS regardless of employment status.

3. FILING AND SUBMISSION OF SALN

3.1. All Plantilla-based employees shall submit their accomplished SALN and Disclosure of Business Interest and Financial Connections to the Review and Compliance Committee through the Human Resource Management and Development (HRMD) Section, to wit:

3.1.1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;

3.1.2. On or before March 31 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;

3.1.3. Within thirty (30) calendar days upon separation from the service, statements of which must be reckoned as of his/her last day of office.

3.2. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable shall be marked N/A (not applicable).

4. DUTIES OF THE REVIEW AND COMPLIANCE COMMITTEE

4.1. Upon receipt of the accomplished SALN Forms, the Review and Compliance Committee shall evaluate the same to determine compliance with the following:

- 4.1.1. The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items must be marked with "N/A" or "not applicable".
- 4.1.2. A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information.
- 4.1.3. In case the signature of the spouse cannot be secured, an explanation should be attached to the SALN.
- 4.1.4. Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with proper pagination, i.e., page 1 of x number of pages.
- 4.1.5. 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.
- 4.2. The Review and Compliance Committee shall inform the concerned employees to take necessary corrective actions that are to be undertaken on or before April 30 of every year.
- 4.3. The Review and Compliance Committee shall submit a 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 to the PHIVOLCS Director, copy furnished the Civil Service Commission, on or before May 15 of every year.

5. MINISTERIAL DUTY OF THE DIRECTOR TO ISSUE COMPLIANCE ORDER

- 5.1. Within five (5) days from the receipt of the aforementioned list and recommendation, it shall be the duty of the Director to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order.
- 5.2. 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 knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the succeeding SALN.

6. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER

- 6.1. Failure to correct/submit SALN in Accordance with the procedure and within the given period pursuant to the directive and item no. 5 hereof shall be a ground for disciplinary action. The Director shall issue a show-cause order directing the concerned employee to submit his/her counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the

2017 Rules on 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 service

6.2. Employees who fail to comply within the thirty (30) day period under item no. 5.1 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

7. TRANSMITTAL OF ALL SUBMITTED SALNS TO THE CIVIL SERVICE COMMISSION

The Review and Compliance Committee shall transmit all original copies of the SALNs received to the Civil Service Commission on or before June 30 of every year.

8. EFFECTIVITY

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



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and Officer-in-Charge, PHIVOLCS