



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



March 26, 2018

**DEPARTMENT ORDER
NO. 2018 - 285**

SUBJECT : CREATION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEES FOR THE CENTRAL OFFICE AND REGIONAL OFFICES

Pursuant to **Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2006** dated 17 April 2006, otherwise known as "*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*" adopted through CSC Resolution No. 06-0231 dated 1 February 2006, as amended by **CSC Memorandum Circular No. 3, s. 2013** dated January 24, 2013 adopted through CSC Resolution No. 1300174 dated January 24, 2013; **SALN Review and Compliance Committees for the Central Office and Regional Offices** are hereby created to be composed of the following:

| SALN Review and Compliance Committee for the Central Office | |
|--|---|
| Chairperson: | ESTER A. ALDANA, CESO II <i>Assistant Secretary for Administration and Finance</i> |
| Vice Chairperson: | ATTY. JENA J. JAVAREZ <i>Acting Director, Administrative Service</i> |
| Members: | SARA JANE M. CEREZO <i>Acting Director, Internal Audit Service</i> Internal Audit Service (IAS) Representative VERONICA B. MACABATE <i>OIC, Personnel Division</i> Personnel Division Representative ATTY. ROSE SHAYNE T. DUAZO <i>Legal & Legislative Liaison Service (LLLS) Representative</i> |

| SALN Review and Compliance Committee for the Regional Offices | |
|--|---|
| Chairperson: | Assistant Regional Director |
| Vice Chairperson: | Provincial / City Director |
| Members: | Chief Administrative Officer Administrative Officer V (HRMO) Legal Officer |

The Committee shall have the following functions and responsibilities:

1. Collate and evaluate SALN Forms to determine whether said statements have been properly accomplished;

A SALN Form is deemed properly accomplished when:

- 1.1 The correct SALN Form is used;
- 1.2 The date of filing is appropriate (e.g., "As of December 31, 2017")
- 1.3 All applicable information or details required therein are provided;
- 1.4 Items/columns not applicable to the filer are marked "N/A" (not applicable);
- 1.5 The Total Net Worth is correctly calculated;
- 1.6 Additional sheets are properly accomplished, if there are any;
- 1.7 Supporting documents are attached, when required;
- 1.8 Signature of spouse is affixed, if joint filing; and
- 1.9 No unnecessary markings are made on the form.

A **SALN Review Checklist** (see attached) should be attached to each SALN Form to facilitate the review process.

2. Be delegated the ministerial duty of the Head of Office to issue Compliance Order as stated in Section 3 of CSC Resolution No. 1300174 dated January 24, 2013 which reads:

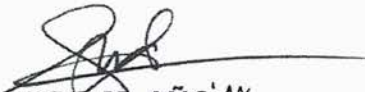
"Section 3. Ministerial Duty of the Head of Office to Issue Compliance Order. Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply 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."



3. Prepare **Summary List of Filers** (see attached) and issue a **Certification** (see attached) that all SALN Forms to be submitted are reviewed and found compliant with the guidelines in the filling out and submission of the said forms; and

4. Submit SALN Forms to the appropriate offices (Office of the President, Office of the Deputy Ombudsman, and Civil Service Commission) on or before May 15 of every year.

All previous rules, regulations and issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

This order is issued in the interest of public service and shall take effect immediately.


EDUARDO M. AÑO
Officer-In-Charge, DILG

 
DILG-09EC 07012016-18858

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
SALN REVIEW PROCEDURE

| ACTIVITY | TIMEFRAME | OPR |
|--|--|---|
| 1. Release of memorandum relative to the submission of SALN as of December of immediately succeeding year. | January | Personnel Division (PD), Administrative Service (AS) |
| 2. Submission of accomplished SALNs to PD, AS. | Deadline: February 28/29 | PD, AS |
| 3. Initial review of accomplished SALNs and transmittal to the Internal Audit Service (IAS). | March | PD, AS |
| 4. Final review of accomplished SALNs using REVIEW CHECKLIST. - If not found in order, return to SALN filer/ concerned employee for correction/ revision/ attachment of additional required document/s. - If found in order, transmit back to PD, AS along with proof of review signed by the reviewer. | April – May | IAS |
| 5. Signing of reviewed SALNs by any person authorized to administer oath. | April – May | PD, AS Any person authorized/ designated to administer oath |
| 6. Preparation of Summary List of SALN Filers and Non-Filers . | May | PD, AS |
| 7. Issuance of Certification by the SALN Review and Compliance Committee (RCC). | May | SALN RCC |
| 8. Submission of SALNs to appropriate repository agencies per CSC Resolution No. 1500088 promulgated on January 23, 2015. | May – June (before June 30 of every year) | PD, AS |
| NOTE: SALN Non-Filers shall be subjected to disciplinary action punishable under Section 50 (D)(8), Rule X of 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), CSC Resolution No. 1707077 dated July 3, 2017. | | |

**Statement of Assets, Liabilities and Net Worth (SALN)
REVIEW CHECKLIST**

CY 20 _____

- Submitted two (2) original copies
- Correct SALN Form is used (SALN Form rev. 2015)
- Appropriate date of filing (e.g., "As of December 31, 2017")
- All applicable required information or details are provided
- Items/columns not applicable are marked "N/A" (not applicable)
- Total Net Worth is correctly calculated
- Additional sheets are properly accomplished, if there are any
 - None
- Supporting documents are attached, when required
 - None
- Signature of spouse is affixed, if joint filing
 - Separate filing / Not applicable
- No unnecessary markings are made on the SALN Form

Remarks: _____

Reviewed by: _____

Date: _____

Returned to SALN Filer on: _____

Returned to SALN Reviewer on: _____

**Statement of Assets, Liabilities and Net Worth (SALN)
REVIEW CHECKLIST**

CY 20 _____

- Submitted two (2) original copies
- Correct SALN Form is used (SALN Form rev. 2015)
- Appropriate date of filing (e.g., "As of December 31, 2017")
- All applicable required information or details are provided
- Items/columns not applicable are marked "N/A" (not applicable)
- Total Net Worth is correctly calculated
- Additional sheets are properly accomplished, if there are any
 - None
- Supporting documents are attached, when required
 - None
- Signature of spouse is affixed, if joint filing
 - Separate filing / Not applicable
- No unnecessary markings are made on the SALN Form

Remarks: _____

Reviewed by: _____

Date: _____

Returned to SALN Filer on: _____

Returned to SALN Reviewer on: _____

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Network
 Calendar Year _____

| No. | NAME OF EMPLOYEE | | | TIN | POSITION | NET WORTH |
|-----|------------------|-----------|------------|-----|----------|-----------|
| | Lastname | Firstname | Middlename | | | |
| 1 | xxxxxxx | xxxxxx | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Total Number of Filers: _____
 Total Number of Personnel Complement: _____

Prepared by: _____

 <Name and Signature>
Person In-charge of SALN

Position: _____
 Email Address: _____
 Contact No.: _____

Date : _____

Noted by: _____

 <Name and Signature>
Head of Agency

Position: _____
 Mailing Address: _____
 Contact No.: _____

Date : _____

adfd

<Name of Agency>
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year _____

CERTIFICATION

This is to certify that the SALNs submitted/ included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on _____.

Name and Signature
Chairperson

Name and Signature
Vice-Chairperson

Name and Signature
Member

Name and Signature
Member