



DOST RO1 ADMINISTRATIVE ORDER NO.: 05

Series of 2019



2020-IN08-ASD-3441

**SUBJECT: REVIEW AND COMPLIANCE PROCEDURE CONCERNING THE
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
(SALN)**

I. RATIONALE

Republic Act No. 6713 otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees”, and as enshrined in the 1987 Constitution, mandates any public officer to declare under oath his/her assets, liabilities, and net worth. It is then imperative to set guidelines and procedures in the filing of the Statement of Assets, Liabilities and Net worth (SALN) for them to further understand how to accomplish the form, when to file, and the importance and consequence of filing the same.

II. OBJECTIVES

1. To provide guidelines in the filing, review and submission of the SALN
2. To ensure that the SALN forms are submitted on time, complete and in proper form; and
3. To provide a mechanism for monitoring all business interest, financial connections and the requirements in filing the SALN.

III. COVERAGE

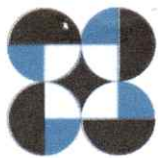
These guidelines shall cover all DOST- RO1 officials and permanent employees including those officials and employees with temporary status.

IV. GUIDELINES

1. Filing and Submission of SALN

1.1 All officials and employees mentioned in the preceding Article shall file under Oath, the SALN which shall contain a true and complete declaration of assets, liabilities and net worth, including disclosure of business interest and financial connections of the declarant in any of the following instances:

- a. Within thirty (30) days after assumption to office;
- b. On or before April 30, of every year thereafter; and
- c. Within thirty (30) days after separation from the service.



Officials and employees are strictly required to fill out all applicable informations and/or make a true and complete statement in their SALNs.

1.2 The Personnel Unit shall be designated as the repository of SALNs documents of DOST-RO1 officials and employees in coordination with the Review and Compliance Committee (RCC).

1.3 All duly accomplished SALN forms received by the personnel Unit shall be submitted to the DOST-RO1 official/employee designated by the Regional Director to administer oath for signature.

1.4 Upon receiving the signed SALN forms, the Personnel Unit shall consolidate and endorse said forms to the RCC for evaluation.

2. Review/Evaluation of SALN

2.1 The secretariat of RCC shall prepare a list of employees in alphabetical order, indicating their Tax Identification Number (TIN), Position, and Net Worth, 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 head of office, copy furnished the CSC, on or before **May 15, of every year**.

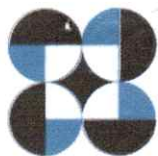
2.2 The RCC shall evaluate the SALNs to determine whether said statements have been properly accomplished. As a matter of policy, a SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (Not Applicable).

2.3 The RCC shall recommend to the Regional Director for the issuance of 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 SALN to comply within a non-extendible period of three (3) days from receipt of said order.

2.4 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.

3. Submission and Safekeeping of SALN

3.1 The RCC shall transmit all original of the SALNs received, on or before June 30 of every year, to the Deputy Ombudsman for Luzon.



3.2 The RCC, in coordination with the Personnel Division, shall keep a certified copy of the SALNs filed, reviewed and submitted to CSC for record purposes subject to existing rules and regulations.

3.3 All request for a copy of the SALN of DOST O1 officials and employees shall be in writing addressed to the Regional Director. The RCC shall recommend to the RD whether or not said request shall be granted and the basis for its approval/disapproval.

V. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER *(Source: CSC Resolution No. 060231 dated 07 April 2006)*

1. Failure of DOST-RO1 officials or employees to correct/submit his/her SALN in accordance with these guidelines and within the given period pursuant to the directive shall be ground for disciplinary action. The Regional Director shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service shall commence. The offense of failure to file SALN is punishable under Rule IV, Section 52 (B) (8) thereof, with the following penalties:

1st Offense - Suspension for one (1) month and one (1) day to 6 months

2nd Offense - Dismissal from the service

VI. REPEALING CLAUSE

All issuances inconsistent with these Guidelines are deemed repealed or modified accordingly.

VII. EFFECTIVITY

These guidelines shall take effect immediately.


ARMANDO O. GANAL, PhD
Regional Director *01/25/2019*

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Postal Address: DMMMSU-MLU Campus, P.O. Box 117
City of San Fernando, 2500 La Union

Telefax No.: (072) 888-3399

Email Address: dostro1@dost.gov.ph / dostregion1@gmail.com
Website: <http://region1.dost.gov.ph>

Mobile Nos.: 0998-962-0232 (SMART)
0917-840-8695 (GLOBE)