

Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
GOVERNMENT ARSENAL
Camp General Antonio Luna
Limay, Bataan

October 01, 2018

INSTRUCTION
NUMBER 02

REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF
BUSINESS INTEREST AND FINANCIAL CONNECTIONS

I. REFERENCES:

- a. CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Connections"
- b. CSC Resolution Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Network (SALN)"
- c. Memorandum Circular No. 2 from the Office of the Ombudsman dated August 2, 2017, with subject: Additional Guidelines in the Submission of Statements of Assets, Liabilities and Network (SALNs) and Disclosure of Business Interest and Financial Connections to the Office of the Ombudsman as Required under Section 8 of Republic Act No. 6713

II. PURPOSE:

To prescribe guidelines in the review and compliance procedures in the filing and submission of the Statement of Assets, Liabilities and Network (SALN) and Disclosure of Business Interest and Financial Connections in the Government Arsenal (GA).

III. SCOPE:

This Instruction applies to all regular civilian employees of the GA.

IV. GENERAL POLICIES:

1. As mandated by the Philippine Constitution, all GA regular civilian officers and employees shall submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and networth (SALN).

2. The same shall be accomplished under oath as the public has the right to know their assets, liabilities, networth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households.

3. As it is endowed with public interest, GA shall establish a review and compliance procedure in the filing and submission of SALN, as prescribed by this Instruction.

V. GUIDELINES:

Section 1. Filing and Submission of SALN

a. All regular civilian employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative Division (AD), to wit:

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

ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;

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

b. Employees shall fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

c.

Section 2. Persons authorized to review and evaluate the submitted SALN

Designated GA Review and Compliance Committee shall receive, through the AD and evaluate if the SALN has been submitted on time, complete and in proper form, as well as render opinion interpreting the provisions on review and compliance procedure in the filing thereof to ensure conformity to set standards.

Section 3. Duties of the Review and Compliance Committee

The GA Review and Compliance Committee shall prepare the list of GA employees, in alphabetical order to be submitted to the Director, GA (DA) 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 4. Ministerial Duty of the DA to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, the DA shall 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 an non-extendable period of three (3) days from receipt of said order.

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 next or succeeding SALN.

Section 5. Sanction for Failure to Comply/Submit SALN

Failure to comply/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action, punishable under Section 50 (D.8) Rule X of the 2017 Rules on Administrative Cases of the Civil Service (RACCS), with the following penalties:

- 1st offense -- Suspension for one (1) month and one (1) day to six (6) months
- 2nd offense -- Dismissal from the service

Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

The AD shall transmit all original (hard) copies together with electronic copies of the SALNs received to the Office of the Ombudsman thru the Civil Service Commission on or before June 30 of every year. SALNs of the officials and employees received after assumption of office or after separation from the service shall likewise be transmitted 30 days upon receipt of such SALNs. The transmittal shall be accompanied by a Certification by the DA attesting that the SALNs submitted electronically are faithful reproductions of the original copies, as stated in the prescribed format (Annex "A"). The electronic copies of

the SALN must be in PDF format and individually saved per declarant, in compact disc (CD) or Universal Serial Bus (USB) flash drive.

VI. REPEALING CLAUSE

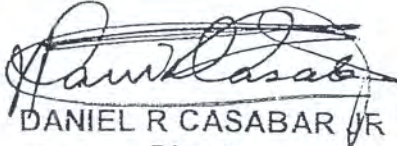
All previous issuances inconsistent with this Instruction are deemed repealed or modified accordingly.

VII. SEPARABILITY CLAUSE

Unless expressly repealed or superseded, any part or provision in this Instruction which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in full force and effect.

VIII. EFFECTIVITY

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



DANIEL R CASABAR JR
Director

Review and Compliance Procedure in the filing and submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections issued on October 1, 2018 also applies to CY 2019 and onwards, until further changes.



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