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SALN REVIEW AND COMPLIANCE PROCEDURE				

1.0 PURPOSE


To discuss OSG's Statement of Assets Liabilities and Networth (SALN) review and compliance procedure

2.0 SCOPE

This covers the review and compliance, late filing and requests of photocopy of SALN procedures

3.0 REFERENCE DOCUMENTS

- 3.1 Quality Management Systems International Standard
- 3.2 SALN Manual
- 3.3 Q&A on the SALN
- 3.4 RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- 3.5 CSC Resolution No. 1300173 dated January 24, 2013 (Use of SALN Form [for the Year 2012 Onwards])
- 3.6 Ombudsman Memorandum Circular No. 2 dated August 2, 2017 (Additional Guidelines on the Submission of SALN and Disclosure of Business Interests and Financial Connections to the Office of the Ombudsman as required under RA No. 6713)
- 3.7 CSC MC No. 04, s. 2016 (Prescribed Form and Deadline for Filing of 2015 SALN)
- 3.8 CSC Resolution No. 06-0231 dated February 1, 2006 (Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections)
- 3.9 CSC MC No. 10, s. 2006 (Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections)
- 3.10 CSC MC No. 3, s. 2013 (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections [CSC MC No. 10 dated April 17, 2006])
- 3.11 CSC Resolution No. 1300174 dated January 24, 2013 (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections [CSC Resolution No. 06-0231 dated February 1, 2006])

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- 3.12 CSC MC No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Network (SALN) Form
- 3.13 CSC Resolution No. 1300455 dated March 4, 2013 (Review and Compliance Committee for the Statement of Assets, Liabilities and Network
- 3.14 CSC Resolution No. 1500088 dated January 23, 2015 (Amendments to the CSC Resolution No. 1300173 [January 24, 2013]; Revised SALN Form
- 3.15 CSC MC No. 3, s. 2015 (Amendment to CSC Memorandum Circular No. 2, s. 2013 [Revised Statement of Assets, Liabilities and Network Form])


4.0 DEFINITION OF TERMS

- 4.1 SALN (Statement of Assets, Liabilities and Network)
 It is a declaration of assets and liabilities, including business and financial interests, of an official/employee, of his or her spouse, and of his or her unmarried children under 18 years old still living in their parents' households.


The submission of a SALN is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees." It includes a waiver authorizing the Ombudsman or his authorized representatives to attain documents that may show assets, liabilities, net worth, business interests, and financial connections from all appropriate government agencies

- 4.2 Assets
 Refer to any property, which are or may be the object of appropriation or use; anything by which liabilities can be paid; anything of value; any probable future economic benefit obtained or controlled by the declarant as a result of past transactions or events.
- 4.3 Liabilities
 Refer claims against the asset, or legal obligations, arising out of past or current transactions or actions.¹ These are financial liabilities or anything that can result in a transfer or disposal of an asset through personal loans or otherwise obtained from banks, financial institutions, GSIS, Pag-Ibig and the like. These include not only those incurred by the declarant but also those of his/her spouse and unmarried children below 18 living in his/her household.


¹ Retrieved from <http://www.businessdictionary.com/definition/liability.html>

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- 4.4 **Net Worth**
Refers to sum of all assets (real, personal and other assets) less total liabilities
- 4.5 **Financial Connections**
Refer to existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of his/her spouse and unmarried children below 18 living in his/her household
- 4.6 **Business Interest**
Refers to any existing interest in any business enterprise or entity, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, owner, among others, with an expectation of returns on capital and industry/services (for profit).
- 4.7 **Relatives in the Government**
Refers to persons who are working in the government that are related to the declarant and his/her spouse either by law or by blood. One must declare relatives in the government within the fourth degree of consanguinity or affinity during the reporting period.
- 4.8 **Annual Gross Family Income**
Refers to the actual income of the declarant received in cash and non-cash combined with those of the spouse and children below 18 years of age living in the same household, if any, expressed in Philippine Pesos, and includes ALL forms of remuneration/income/profit/return, from whatever source and in whatever amount, including gratuitous transactions which must be valued at fair market value.
- 4.9 **Salary**
Refers to the fixed amount of money given to an employee as payment for services rendered, which consists only of the gross salary, without other benefits or emoluments. For purposes of the SALN, refers to all remuneration (cash only) from Government service, however designated, including salary, honoraria, bonuses, allowances, incentives, etc., expressed in Philippine Pesos, actually received, for one calendar year, excluding per diems.

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- 4.10 Stocks
Refers to a type of security that signifies ownership in a corporation and represents a claim on part of the corporation's assets and earnings.
- 4.11 Liquidation
Refers to the conversion of assets into cash, or payment of a debt in the case of liabilities.
- 4.12 Loan
Written or oral agreement for a temporary transfer of a property, usually cash from its owner to a borrower who promises to return it according to the terms of the agreement, usually with the interest for its use
- 4.13 Outstanding Balance
Refers to the remaining amount to be paid on the principal amount.
- 4.14 Personal Loan
Refers to a loan that establishes consumer credit that is granted for personal use; usually unsecured and based on the borrower's integrity and ability to pay
- 4.15 Title
Refers to every juridical act, right or condition which gives means to the acquisition of ownership and other real rights but which in itself insufficient to produce them
- 4.16 Affinity
Relation which, one spouse because of marriage has to blood relatives of the other
- 4.17 Consanguinity
Kinship; blood relationship; the connection or relation of persons descended from the same stock or common ancestor.
- 4.18 Household
Refers to a social unit composed of those living together in the same dwelling
- 4.19 Improvements
Refer to permanent addition to or betterment of real property that enhances its capital value and that involves the expenditure of labor or money and are designed to make the property more useful or valuable as distinguished from ordinary repairs

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- 4.20 **Declarant**
Refers to the government employee who composes and signs the SALN alleging that the information given therein is true to the best of his/her knowledge and ability.
- 4.21 **Investments**
Refer to an arrangement where a person puts in money in an undertaking in expectation of profits such as stocks, bonds, mutual funds, insurance policies, time deposits, pre-need plans, money market placements, equity in partnerships, share in ventures and the likes.
- 4.22 **Fair Market Value**
Refers to the estimate of the market value of a property, based on what a knowledgeable, willing, and unpressured buyer would probably pay to a knowledgeable, willing, and unpressured seller in the market
- 4.23 **Assessed Market Value**
Refers to the value assigned to a property for purposes of taxation.
- 4.24 **Real Properties**
Refer to any property that is immovable such as land, buildings, trees and plants that are attached to the land, any property, painting, animal house or objects that are attached to an immovable in a fixed or permanent manner, machinery which is intended to be used in a building or land, mines, docks and contracts for public works.
- 4.25 **Personal Properties**
Everything that is the subject of ownership that does not come under the denomination of real property; any right or interest that an individual has in movable things. These include (1) corporeal personal property, including such items as jewelry, appliances, furniture, motor vehicles and other tangible properties and (2) incorporeal personal property, comprised of such rights as stocks, bonds, patents and copyrights
- 4.26 **Acquisition Cost**
Refers to the amount paid in obtaining ownership over the property.
- 4.27 **Mode of Acquisition**
Refers to the legal means by which ownership is created or transferred.

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- 4.28 **Certification**
 Refers to the portion of the SALN where the declarant certifies that entries in the form are complete and true statements of one's assets, liabilities, net worth, business interests, and financial connections, including those of his/her spouse and his/her children below 18 years of age living in the same household, as well as the names of relatives in the Government. This also certifies that apart from those declared, the declarant has nothing else to declare.
- 4.29 **CSC-IRMO (Civil Service Commission-Integrated Records Management Office)**
 Refers to one of the department of CSC that is in-charge of receiving, monitoring and safekeeping of SALN records of OSG.

5.0 RESPONSIBILITIES

- 5.1 **Solicitor General**
- 5.1.1 **Approving authority**
- 5.2 **Review and Compliance Committee**
- 5.2.1 A committee composed of three (3) Assistant Solicitors General designated by the Solicitor General shall be tasked to receive and evaluate the SALN, if the same has been submitted on time, is complete and is in the proper form. It shall be the Committee's duty to prepare a list of: (1) employees who filed their SALNs with complete data, (2) employees who filed their SALNs but with incomplete data, and (3) employees who did not file their SALN; and furnish CSC copies of the same.
- 5.3 **Director of Human Resource Management and Administrative Service and Chief Administrative Officer of Human Resource Management Division**
- 5.3.1 **Reviews and signs SALN-related communications prepared by Administrative Officer V**
- 5.4 **Administrative Officer V**
- 5.4.1 **Prepares SALN-related communications and reports to be reviewed and signed by either HRMD CAO and HRMAS Director, the Committee and/or the Solicitor General;**

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- 5.4.2 Assists the Committee in reviewing the SALN;
- 5.4.3 Receives and monitors the submission of employees' SALN to HRMD;
- 5.4.4 Submits and/or coaches training personnel in submitting SALN to CSC;
- 5.4.5 Acts as custodian of employees' SALN;
- 5.4.6 Attends to employees' SALN and/or SALN -related requests.

5.5 Administrative Officer II

- 5.2.1 Serves as AO V's substitute in assisting the Committee during SALN review in case the former is not available;
- 5.2.2 Follow-up the submission of employees' SALN to HRMD;
- 5.2.3 Acts as secondary custodian and attends to employees' SALN and/or SALN-related requests in case AO V is not available.

5.6 Administrative Aide VI

- 5.6.1 Routes SALN-related communications.


5.7 Officer-of-the-Day (OD)

- 5.7.1 Receives and records SALN and SALN-related communications.


6.0 PROCEDURE

6.1 *For reviewing individual employees SALN to be submitted to the Civil Service Commission annually*


ACTIVITY	RESPONSIBLE	DETAILS	TIMELINE*	INTERFACE/RECORDS
Preparation of communications	AO V	Prepares Memoranda regarding the submission of SALN for the current year for review and signature of HRMD CAO and HRMAS Director	January of the current year	Memorandum
Routing of Memorandum	ADA VI	Signed Memorandum is distributed by ADA VI to all divisions, units and	Within five (5) working days from receipt of	Distribution List

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		services	signed memorandum	
Securing the Employee List as of December 31 of the previous year and reviewing their respective TIN Numbers	AO II	AO II secures list of employees as of December 31 of the previous year; A template from the CSC is used in preparing and reviewing the Summary of SALN Filers which includes the "TIN Number" column	End of January of the current year End of March of the current year	List of Employees as of December 31 of the previous year Template/ Filled-out Summary of SALN Filers
Submission of SALN	Officer of the Day AO V	AO V makes an initial revision of SALNs OD receives and records the SALN only if no corrections were noted AO V reviews the re-submitted SALN if it complies with the initial corrections	Deadline indicated in the approved Memorandum	SALN Logbook SALN Accomplished Form
Segregation of SALNs	AO II	SALNs are alphabetized for review of the Committee once all employees have already submitted their SALNs to HRMD	Within three (3) working days from the date of verbal notification to segregate SALN	
Initial Encoding of Net Worth	AO II	Encodes the original employees' net worth based on their SALN in the Summary of SALN Filers	Within five (5) working days from the first day of encoding	Summary of SALN Filers
Notification of RCC	AO V	Once SALNs are ready for review, AO V makes a call and consults the Committee of their availability for review	Within one (1) day from the time of completion and segregation of all SALNs	


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SALN Review	Committee AO V or AO II	<p>The Committee convenes with AO V or AO II for the actual review of SALN;</p> <p>The Committee reviews individual SALNs while AO V/AO II sits as secretary, taking down notes on a separate initial summary of SALN Filers, the corrections/suggestions made by members of the Committee on each individual SALN;</p> <p>The Committee convenes at an agreed date and time until all SALNs have been reviewed</p>	Within thirty (30) working days from the date of first review	Initial Summary of SALN Filers
Notification of the corrections or suggestions	AO V AO II	<p>AO V forwards the corrections and SALNs to AO II for consolidation and notification of employee concerned;</p> <p>Employee concerned picks-up his/her SALN at the HRMD for corrections</p> <p>AO V/AO II explains the corrections to employee concerned and signs at the initial Summary of SALN Filers</p>	Within three (3) working days after the notification of corrections	
Re-submission of SALN	Employee Concerned	Re-submits the corrected SALN to AO V for checking of corrections	Within five (5) working days after receiving of	Revised SALN

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			the SALN to be revised	
Checking and reviewing of encoded final net worth	AO V	Reviews and revises the Summary of SALN Filers' net worth based on their final/revised SALN	<p>Within five (5) working days from receipt of encoded networth;</p> <p>Fresh new three (3) working days from receipt of corrected SALNs, <i>in case of those with corrections</i></p>	SALN
Preparation of communications to CSC	AO V	Prepares the necessary documents as required by CSC such as: (1) Cover/Transmittal Letter to be signed by HRMAS Director; (2) Final list of SALN Filers to be signed by the Committee and the Solicitor General; (3) Certification from the Committee that the SALN underwent review and were found compliant with CSC's guidelines to be signed by the Committee; (4) List of Non-Filers to be signed by the Committee; and (5) scanned copy of the Final list of SALN Filers to be sent to CSC-IRMO.	<p>Within five (5) working days from completion of the final list of filers and non-filers</p>	<p>Cover/Transmittal Letter;</p> <p>Final list of SALN Filers;</p> <p>Certification from the Committee;</p> <p>List of SALN Non-Filers</p>
Sending of soft copy to CSC	AO V	Sends signed and scanned copy of the Summary of SALN Filers to CSC-IRMO	Within two (2) days from completion of all	Sent file to CSC-IRMO

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			signed communications to be sent to CSC	
Submission of SALN and other related documents to CSC-IRMO	AO V and/or AO II	Submits the SALN and other related documents to the submitted to CSC-IRMO at the CSC Complex, IBP Road, Constitution Hills, Quezon City	June 30 of the current year	Cover/ Transmittal Letter; Final list of SALN Filers; Certification from the Committee; List of SALN Non-Filers
Prepares necessary communications for SALN Non-Filers	AO V	Prepares draft Office Order for Non-Filers to be reviewed by the Committee and signed by the Solicitor General; Prepares notification letter to non-filers signed by HRMD CAO and HRMAS Director with the attached signed Office Order	Within five (5) working days from the date of submission of SALNs to CSC	Office Order Notification Letter
Sending of communications to SALN Non-Filers	AO II	Sends notification letter with attached signed Office Order to concerned employee (if the concerned employee is in the Philippines, communications is send thru mail to the concerned employee/s' last known address; if outside of the country, a scanned copy of the communications is	Within three (3) working days from receipt of signed communications	Receiving copies of notification letter/s

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		send to the concerned employee/s' last known email)		
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6.2 For Late Filing² of SALNs for submission to the Civil Service Commission (CSC)

ACTIVITY	RESPONSIBLE	DETAILS	TIMELINE*	INTERFACE/RECORDS
Submission of "Return to Work" Letter	Employee/s concerned OD	The employee submits the "Return to Work" Letter to the HRMD OD furnishes a copy of the return to work letter to AO V/ AO II for purposes of monitoring of SALN non-filers	Varies per employee	Return to Work Letter
Notification of SALN Compliance	AO V/ AO II	AO V/ AO II verbally notifies the employee of the need to file his/her SALN including the following: (1)Explanation Letter for the late filing to be prepared by the concerned employee/s; and (2) Transmittal Letter to CSC-IRMO to be prepared by AO V/ AO II and signed by HRMAS Director	Within five (5) working days from receipt of "Return to Work" Letter	
Preparation of Transmittal Letter	AO V/ AO II	AO V/ AO II prepares transmittal letter to be forwarded to the concerned employee/s	Within three (3) working days from notification	Transmittal Letter

² For purposes of filing of SALNs to the Civil Service Commission (CSC), employees who are on leave, regardless of the reason for taking such leave and are not physically able to comply with the given due date, may file their SALNs at a later date or until the last working day of the current calendar year, provided they comply with all the requirements needed.


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			of SALN Compliance	
Submission of Accomplished SALN to CSC	Employee/s concerned	The concerned employee/s shall submit/ deliver his/her SALN to the CSC-Integrated Records Management Office (IRMO) (Three [3] original copies of all documents to be submitted should be prepared – one [1] for the CSC, one [1] for OSG and one [1] for the employee)	Varies per employee	Original SALN with the explanation and transmittal letters with CSC-IRMO's official receipt stamp
Furnishes copy to HRMD	Employee/s concerned OD	The concerned employee/s shall furnish one (1) original copy of the submitted documents to HRMD OD records and forwards the submitted documents to AO V/AO II for records keeping	Within five (5) working days from the date of submission to CSC	Original SALN with the explanation and transmittal letters with CSC-IRMO's official receipt stamp

6.3 For securing a copy of SALN for various purposes all year round


ACTIVITY	RESPONSIBLE	DETAILS	TIMELINE*	INTERFACE/ RECORDS
Submission of request	Requesting party/ies	Officer of the day receives request to secure copy of SALN	Within one (1) day	Document Request Form (DRF)
Forwards document request form to person-in-charge for validation of request	OD	Document request form is checked if valid by the person-in-charge (An employee can ONLY request for a copy of his/her OWN SALN.	Within three (3) working days from receipt of the request	For active OSG Employees: Document Request Form (DRF); Signed

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		Requests made for another employee shall NOT be processed UNLESS a written document signed by the employee (<i>whose SALN is being requested</i>) authorizing the bearer of the letter is presented. For non-OSG employees, Special Power of Attorney and Identification Cards of both the OSG employee and the representative is required)		authorization letter For separated OSG employees: Special Power of Attorney (SPA); Identification cards of both the separated employee and the representative and photocopy of the same
Acts on the request	AO V/ AO II	If the request is valid, person-in-charge pulls-out and have it photocopied and/or certified depending on the request	1 working day (photocopy only) 1-3 working days (for certified true copy depending on the availability of the signatory)	Requested SALN
Records and issues the requested SALN	AO V/ AO II	Records the SALN in the logbook and issue the same to the requesting party/ies	1 day	SALN Logbook

Note: * - As applicable

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7.0 RECORDS/FORMS

- 7.1 Statement of Assets, Liabilities and Net Worth (SALN)
- 7.2 Summary of SALN Filers
- 7.3 Summary of SALN Non-Filers
- 7.4 Cover/Transmittal Letter to CSC
- 7.5 Certification from the Review and Compliance Committee
- 7.6 Office Order (Re: Compliance to Submit SALN)
- 7.7 Notification Letter (Re: Compliance to Submit SALN)
- 7.8 Document Request Form (DRF)
- 7.9 SALN Logbook
- 7.10 Return to Work Letter
- 7.11 Signed authorization letter and/or Special Power of Attorney (SPA)
- 7.12 Photocopy of identification cards (as may be applicable)