

**REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION
OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

The following guidelines governing the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) of CFO employees is hereby promulgated.

A. Filing and Submission of SALN

- a.1. All public officials and employees holding regular plantilla position or career positions in a temporary status (casual) shall file under oath their respective SALNs with the Administrative and Finance Division (AFD) within thirty (30) days after assumption of office, and statements of which must be reckoned as of his/her first day of office;
- a.2. On or before March 15 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- a.3. Within thirty (30) days before the effective date of separation from the service, and statements of which must be reckoned as of his/her last day of office; and
- a.4. Employees are strictly required to 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).

B. Persons authorized to review and evaluate the submitted SALN

The CFO Review and Compliance Committee (Office Order No. 101 s. 2021) shall receive, through the AFD and evaluate if the SALN of employees are submitted on time, complete and in proper form. The Committee shall likewise render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

C. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare an alphabetical list of the following employees to be submitted to the CFO Head of Agency copy furnished the Civil Service Commission on or before March 30 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.

D. Ministerial Duty of the CFO Head of Agency to issue Compliance Order

Within five (5) days from receipt of the aforementioned list and recommendations, if any, it shall be the ministerial duty of the CFO Head of Agency 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 SALN to comply within a non-extendable period of three (3) days from receipt of said order.

E. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit the SALN in accordance with this procedure and within the given period pursuant to this directive shall be grounds for disciplinary action. The Head of Agency shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, conduct administrative proceedings pursuant to the 2017 Revised Rules of 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 the service

F. Transmittal of all submitted SALNs to the concerned agencies on or before May 15 of each year.

G. Effectivity

This Office Order shall take effect on 01 December 2021 and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

Signed by:


JUSTICE FRANCISCO P. ACOSTA
Secretary and Chairperson

01 December 2021

