



SEP 29 2020

**MEMORANDUM ORDER**

No. 004  
Series of 2020

**SUBJECT: Revised NAMRIA Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions**

**A. REFERENCES**

1. NAMRIA Memorandum Order No. 007, Series of 2019 Re: NAMRIA Review and Compliance Procedure on the Submission of SALN and Disclosure of Business Interests and Financial Conditions
2. Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;
3. CSC Resolution No. 1300455 dated 04 March 2013 re: Review and Compliance Committee for the Statements of Assets, Liabilities, and Net Worth (SALN);
4. CSC Resolution No. 1500088 Re: Amendment to CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form;
5. IATF AO No. 25 Memorandum Circular No. 2019-1 dated September 3, 2019 Re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2019 Under Executive Order (EO) No. 80, s. 2012, and Executive Order No. 201, s. 2016.

**B. OBJECTIVE and DECLARATION OF POLICY**

As a declared policy under the 1987 Philippine Constitution and as mandated under Republic Act No. 6713, public officials and employees are required, upon assumption of office and during such period as may the law require, to accomplish and submit declarations under oath their assets, liabilities, and net worth and financial and business interests, including those of their spouses and unmarried children below eighteen (18) years of age living in their households.

Being endowed with public interest, it is the duty of public servants to exhibit transparency and accountability at all times while in the government service. To this end, these NAMRIA Guidelines on the Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities, and Net Worth (SALN) are hereby promulgated.

**NAMRIA OFFICES:**

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### C. COVERAGE

These Guidelines shall cover all Plantilla-Based Personnel, regardless of employment status, position, or designation.

### D. GENERAL GUIDELINES

1. There shall be a **NAMRIA SALN Review and Compliance Committee** (The Committee) to determine whether the SALNs submitted by the officials and employees are submitted on time, completely accomplished and in the prescribed format, as well as to render opinion interpreting the provisions on the review and compliance procedures in the filing thereof.
2. The Committee shall be composed of the following:

<b>Deputy Administrator</b>	-	<b>Chairperson</b>
<b>Director, Support Services Branch</b>	-	<b>Vice-Chairperson</b>
<b>Chief of Staff</b>	-	<b>Member</b>
<b>Chief, Administrative Division</b>	-	<b>Member</b>
<b>HRMS Personnel</b>	-	<b>Secretariat</b>

### E. PROCEDURAL GUIDELINES

#### 1. FILING AND SUBMISSION OF SALN

- 1.1 All Plantilla-Based Personnel (Plantilla Personnel) shall file **under oath** their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource Management Section (HRMS), to wit:
  - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his first day of office;
  - b. On or before February 15<sup>th</sup> of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - c. Employees who have a scheduled field work or official travel or official Leave of Absence (LOA) that may fall on or overlap with the yearly February 15<sup>th</sup> deadline are directed to submit and file their respective SALNs earlier.; and
  - d. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his last day of office.



- 1.2 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).
- 1.3 Furthermore, the Committee shall prepare on or before May 15<sup>th</sup> of every year, through the HRMS, a list or matrix of employees, in alphabetical order, containing the following:
  - 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.
- 1.4 Within five working (5) days from receipt of the list, the NAMRIA SALN Review and Compliance Committee Chairperson, 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 SALN to comply within a non-extendible period of Ten (10) days upon receipt of the said Order.
- 1.5 Upon lapse of the periods stated, the Committee shall, with corresponding Certification signed by its members, submit to the Administrator, the final list of employees, in alphabetical order, who:
  - a. Filed their SALNs with complete data/information;
  - b. Filed their SALNs with incomplete data; and
  - c. Did not file their SALNs.

The list, duly signed by the Administrator, shall be submitted to the Civil Service Commission (CSC) on or before June 30 of every year.

## **F. SANCTIONS**

1. Failure to submit/file SALNs or correct/supply the needed information when required in accordance with the procedure and within the prescribed periods shall be a ground for disciplinary action. The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule X, RRACCS, with the following penalties:

<u>COMMISSION</u>	<u>PENALTY</u>
<ul style="list-style-type: none"> <li>• First Offense</li> </ul>	<ul style="list-style-type: none"> <li>- Suspension for One Month and One Day to Six (6) Months</li> </ul>

- Second Offense

- Dismissal from the Service

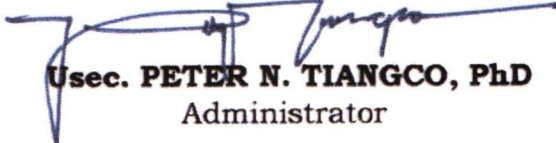
2. The Administrator shall issue a Show-Cause Order directing the official or employee concerned to submit a justification for his non-compliance with the submission of his SALN. Should evidence or circumstances warrant an administrative investigation, the employee concerned shall be proceeded against through the NAMRIA Personnel Adjudication Board (NPAB) pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS).

#### **G. REPEALING CLAUSE**

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

#### **H. EFFECTIVITY AND IMPLEMENTATION**

This Memorandum Order shall take effect immediately. Let certified copies of this Memorandum Order be furnished to all concerned offices for cascading to all employees and that a scanned copy hereof be posted to the NAMRIA Transparency Seal page.



**Usec. PETER N. TIANGCO, PhD**  
Administrator