



**MEMORANDUM**

**TO** : All PSHS System Officials and Employees


**SUBJECT** : Review and Compliance Procedures in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC)

**Date** : October 1, 2018

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In compliance with the Inter Agency Task Force Memorandum Circular No. 2018-1 dated 28 May 2018 (Guidelines in the Grant of Performance-Based Bonus for Fiscal Year 2018 under E.O. No. 80 s. 2012 and E.O. No. 201 s. 2016), attached is the PSHS System Review and Compliance Procedures in the filing and submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC).

For the information, guidance and compliance of all concerned.

  
**LILIA T. HABACON**  
Executive Director



## REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (DBIFC)

### 1.0 OBJECTIVE

1.1 To ensure the PSHS System's compliance with the requirement to accomplish and file under oath their Statement of Assets and Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections pursuant to RA 6713 "Code of Conduct and Ethical Standards for Public Officials and Employees."

### 2.0 SCOPE

All PSHS System public officials and employees occupying regular *plantilla* positions as well as those under temporary status, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers or casual or temporary and contractual workers.

### 3.0 POLICIES

3.1 Rule VIII of the Rules Implementing RA 6713 mandated the establishment of procedures for the review of the SALN to determine if it has been properly accomplished, designate officials authorized to render any opinion interpreting the provisions on the review and compliance procedures and determine whether a statement has been properly filed.

3.2 Pursuant to CSC Resolution No. 1300455 Re: Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) a SALN Review and Compliance Committee (Committee) is constituted in the Office of the Executive Director and the PSHS Campuses. The Committee is authorized to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form;

### 4.0 PROCEDURES

<u>Responsibility</u>	<u>Activity</u>
Executive Director/ Campus Director	1. Constitute a SALN Review and Compliance Committee in accordance with

CSC Resolution No. 1300455 promulgated on March 4, 2013.

All PSHS System public officials and employees occupying regular *plantilla* positions, as well as officials and employees under temporary status except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers

2. Fill in all applicable information and/ or make a true and detailed statement in their SALNs. Items not applicable to the filer should be marked N/A (Not applicable).

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. File under oath three (3) original copies of their SALNs and Disclosure of Business Interests and Financial Connections to the Finance and Administrative Division (FAD) Chief/ Supervising Administrative Officer (SAO) for the PSHS Campuses within:

- a. Thirty (30) working days after assumption of office, statements of which must be reckoned as of his/her first day of service;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of December 31 of the preceding year.
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/ her last day of office.

In case husband and wife are both required to file their SALN and they prefer to submit via joint filing, the original or a certified true copy shall be submitted.

Executive Director,  
Campus Directors or  
those authorized by  
the Head of Agency

4. Administer the oath required in the SALN Form.

- HR Officer
5. Forward the submitted SALNS within three (3) working days after the set deadline to the SALN Review and Compliance Committee.
- SALN Review and Compliance Committee
6. Within three (3) working days upon receipt of the SALN and DBIFC forms, convene and evaluate the submitted forms to determine whether all the applicable information or details required are provided by the filer.
- Submit the list of employees in alphabetical order, 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 Executive Director or Campus Director.
- Executive Director or Campus Director
7. Within five (5) working days from receipt of the List from the SALN Review and Compliance Committee, issue a Compliance Order requiring those who have incomplete data in their SALN to correct/ supply the desired information and those who did not file their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the Order.
- Persons who have incomplete data in their submitted SALN and DBFIC or persons who did not submit a SALN and DBFIC
8. Correct/ supply the desired information or file their SALNs within a non-extendible period of thirty (30) days from receipt of the Compliance Order.
- HR Officer
9. Submit an original copy of the SALN, the Summary List of SALN Filers, List of Employees who did not file their SALN and Certification from the SALN Review and Compliance Committee on or before June 30 to the Civil Service Commission for employees under the Office of the Executive Director and Main Campus and to the Deputy Ombudsman (Luzon, Visayas, Mindanao) in the case of PSHS Campuses.

PSHS Campus HR  
Officer

10. Submits the Compliance Report (List of Employees who filed/ did not file their SALN) to the PSHS OED HR Officer.

PSHS OED HR  
Officer

11. Consolidates the submitted Compliance Reports and prepares the Certification of Compliance on SALN Submission/ Filing.

Executive Director

12. Signs the Certificate and approves its posting in the PSHS System website Transparency Seal.


## 5.0 LIST OF FORMS AND REPORTS

### 5.1 Forms

- 5.1.1 SALN Form (CSC Revised 2015)
- 5.1.2 Summary List of Filers/ non-filers
- 5.1.3 Certification from the Review and Compliance Committee

## 6.0 EFFECTIVITY

The SALN Review and Compliance Procedures shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by subsequent issuances.

  
**LILIA T. HABACON**  
Executive Director