



## **SALN Review and Compliance Committee (RCC) Internal Guidelines**

### **1.0 OBJECTIVES**

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Procurement Service employees pursuant to existing laws and pertinent CSC issuances.

### **2.0 FUNCTIONS OF RCC**

- 2.1 The Review and Compliance Committee (RCC) created by virtue of Office Order No. 198-14 dated 05 May 2014 as amended by Office Order No. 024-18 dated 06 February 2018 shall perform the following functions, as follows:
  - 2.1.1 Evaluate the filled-up SALN forms submitted by PS employees to determine the timeliness of submission and the completeness of the information required using the official form;
  - 2.1.2 Transmit all original copies of the SALNs to CSC on or before 30 June of every year;
  - 2.1.3 Resolve issues pertaining to compliance with the submission and filling of SALNs by all PS employees;
  - 2.1.4 Perform such other functions as may be necessary to ensure compliance by PS with all SALN related concerns.

### **3.0 ISSUANCE OF ADVISORIES**

- 3.1 An Advisory shall be issued not later than 01 March of every year to set the deadline/s for the annual submission of SALN for PS employees as of 31 December of every year. The advisory shall remind and update all PS employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.
- 3.2 The RCC shall issue such other advisory as often as may be necessary.

### **4.0 FILING OF SALN**

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond 31 March of every year to the Human Resource Division (HRD) in three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity,



scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.

## **5.0 ADMINISTRATION OF OATH**

The PS Executive Director or her delegate shall administer the oath for the SALNs of all PS employees.

## **6.0 REVIEW PROCESS**

6.1 Upon receipt of the accomplished SALN forms, the HRD shall evaluate the same within seven (7) days to determine the compliance with the following:

6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable";

6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks;

6.1.3 In case of the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN;

6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages;

6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.

6.2 The HRD shall submit to the RCC on or before 15 April of every year a Preliminary Report (PR) containing 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. The Report shall likewise indicate any findings as a result of the evaluation conducted by the HRD.

6.3 The RCC shall review the PR and issue the SALN Compliance Report (SCR) indicating all of its findings and the corresponding actions available to the non-compliant declarants within five (5) days from the receipt of PR.

6.4 Only those who have satisfactorily responded with the SCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the PS Executive Director on or before 15 May of every year. Said Report shall contain a list of PS employees in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the PS Executive Director shall be copy furnished the CSC on or before 15 May of every year.



- 6.5 Based on the recommendation of the RCC, the DBM Secretary, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the SCR or not have satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.
- 6.6 If there is a written request for clarification on the Compliance Order, the same shall be endorsed to the RCC through the HRD within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Executive Director. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Executive Director. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Executive Director copy furnished the CSC.
- 6.8 Finally, the RCC shall recommend to the Executive Director the issuance of the Show-Cause Order to the PS employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the PS Executive Director the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Executive Director shall direct the matter to the Disciplinary Action Committee (DAC) for appropriate action.

#### **7.0 TRANSMITTAL AND DISTRIBUTION**

The HRD shall transmit all original copies of the SALNs (1<sup>st</sup> copy) of PS employees to the CSC on or before 30 June of every year.

A duplicate copy of said official transmittal with stamped "received" by CSC shall be forwarded to the respective Administrative Officers (AOs) of each division who shall acknowledge receipt thereof together with the personal copies (3<sup>rd</sup> copy) of the declarants. It shall be the responsibility of the AO to ensure that the declarant properly acknowledge receipt of his/her personal copy of SALN. The HRD shall maintain the 2<sup>nd</sup> copy of the SALN for the 201 file of the employee.

#### **8.0 SANCTION FOR FAILURE TO COMPLY**

Failure of an employee to correct/submit his/her SALN in accordance with the procedure and period shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated 24 January 2013.

**9.0 ACCESSIBILITY OF SALNs**

Accomplished SALNs of PS employees shall be made available to the public subject to the rules and regulations under the data privacy act.



**BINGLE B. GUTIERREZ**  
*Executive Director* ↗



**Statement of Assets, Liabilities and Net Worth (SALN)  
Review and Compliance Committee (RCC)  
Internal Guidelines**

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**1.0 OBJECTIVE**

To provide guidelines in the filing, review and submission of the SALN of the Government Procurement Policy Board – Technical Support Office (GPPB – TSO) personnel pursuant to existing laws and pertinent Civil Service Commission (CSC) Issuances.

**2.0 FUNCTIONS OF RCC AND SECRETARIAT**

- 2.1 Pursuant to DBM Department Order (DO) No. 2017-7<sup>1</sup> dated 4 April 2012 as amended by DO No. 2013-6<sup>2</sup> dated 12 April 2013, and DO No. 2014-3<sup>3</sup> dated 4 February 2014, the RCC shall perform the following functions:
- 2.1.1 Review the submitted SALNs of GPPB – TSO personnel and determine whether these were properly accomplished;
  - 2.1.2 Submit the accomplished SALNs of GPPB – TSO officials, including the Deputy Executive Directors IV and Executive Director V to the DBM Secretary for his/her administration of Oath;
  - 2.1.3 Submit a Report to the Executive Director in accordance with Section 6.5 hereof;
  - 2.1.4 Transmit all original copies of the SALNs **on or before the due as prescribed;**
  - 2.1.5 Resolve issues pertaining to compliance with the submission and filing of SALNs by all GPPB – TSO personnel;
  - 2.1.6 Recommend the procedure to be adopted by the GPPB – TSO in providing public access to the SALN of its personnel through consultation process and established best practices; and
  - 2.1.7 Perform such other functions as may be necessary to ensure compliance by the GPPB – TSO with all SALN related concerns.
- 2.2 The Secretariat shall assist the RCC in the conduct of its functions. The delineation of functions of the Secretariat representatives shall be, but not limited to, the following:

Administrative and Finance Division shall be responsible to the receipt, review and transmittal of accomplished SALNs and in charge of formulating draft guidelines for

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<sup>1</sup> Creation of the RCC and Secretariat

<sup>2</sup> Revised Functions of the RCC

<sup>3</sup> Delegation of Signing Authority for SALN of DBM Officials and Employees

approval of the RCC and preparing the minutes of meetings. Endorse to Legal and Research Division with legal concerns SALN issues with legal concerns relative to compliance on the filing of SALN.

### 3.0 ISSUANCE OF ADVISORIES

- 3.1 An advisory shall be issued not later than 14 February of every year to set the deadline/s for the annual submission of SALN of all GPPB – TSO as of 31 December of the previous year. The advisory shall remind and update all GPPB – TSO of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.
- 3.2 The RCC shall issue such other advisory as often as may be necessary.

### 4.0 FILING OF SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond the prescribed deadline to the Administrative Finance Division (AFD), in **four (4) copies**, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, from e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during compliance period.

### 5.0 ADMINISTRATION OF OATH

- 5.1 The DBM Secretary or his/her delegate shall administer the oath for the SALNs of the GPPB – TSO Executive Director V and Deputy Executive Directors IV.
- 5.2 The Executive Director V or his/her delegate shall administer the oath for the SALNs of employees with the positions of Division Chief and below.
- 5.3 The date of oath in the SALN form shall be filled in by the administering officer.
- 5.4 The administration of oath for the SALN of GPPB – TSO personnel who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

### 6.0 REVIEW PROCESS

- 6.1 Upon receipt of the accomplished SALN forms, the AFD, shall evaluate same within seven (7) working days to determine compliance with the following:
  - 6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
  - 6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and **not** write "N/A" in the available blanks.
  - 6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.



- 6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.
- 6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
- 6.2 The AFD shall submit to the RCC **on or before 15 April of every year** a Preliminary Report containing 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. The Report shall likewise indicate any findings as a result of the evaluation conducted by the AFD.
- 6.3 The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Report (PCR) if and when necessary. In which case, the RCC shall issue the PCR within five (5) working days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five (5) working days from the receipt of the PCR.
- 6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the Executive Director V **on or before 30 April of every year**. Said report shall contain a list of GPPB – TSO personnel in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but within incomplete data; and (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any.
- 6.5 Based on the recommendation of the RCC, the Executive Director V shall issue, **within five (5) working days** Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of seven (7) days from receipt of the said Order.
- 6.6 If there is a written request for clarification on the Compliance order, the same shall be endorsed to RCC through the AFD, within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Executive Director V. The request for clarification shall not toll the running of the 30 – day reglementary period for filing/issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non – compliant declarants and make the proper recommendation to the Executive Director V. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Executive Director V.
- 6.8 Finally, the RCC shall recommend to the Executive Director V the issuance of a Show-Cause Order to the GPPB – TSO personnel who have not complied with the Order and satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the Executive Director V the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Executive Director V shall direct the matter to the AFD for appropriate action.

## 7.0 TRANSMITTAL AND DISTRIBUTION

- 7.1 The Chief Administrative Officer shall transmit all original copies of the SALNs of GPPB – TSO personnel on or before the prescribed due date, to the concerned offices, as specified below:

Civil Service Commission Integration Records Management Office	Office of the Ombudsman Central Records Office
<ul style="list-style-type: none"><li>• Original Copies</li><li>• Soft Copy of the Summary List of Filers and Non-Filers</li></ul>	<ul style="list-style-type: none"><li>• Original Copies</li><li>• Electronic Copies</li><li>• Certification of Head of Agency that the SALNs submitted electronically are faithful reproductions of the original copies</li></ul>

A duplicate copy of said official transmittal with stamped "received" by the CSC and the OMB, as the case may be, shall be forwarded to the AFD who shall acknowledge receipt thereof together with the personal copies of the declarants. It shall be the responsibility of the Human Resource Unit of the AFD to ensure that the declarant properly acknowledge receipt of his/her personal copy of SALN. The Human Resource Unit shall maintain an original copy of the SALN for the 201 file of the employee.

## 8.0 SANCTION FOR FAILURE TO COMPLY

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated 24 January 2013, or failure of concerned GPPB – TSO officials to comply with the provisions of the CSC Resolution No. 06 – 0231 dated 01 February 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated 24 January 2013.

## 9.0 RESOLUTION OF ISSUES

To ensure standard and consistent interpretation of SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all GPPB – TSO officials and employees.

## 10.0 ACCESSIBILITY OF SALNs

Accomplished SALNs of the GPPB – TSO personnel shall be made available to the public subject to the rules and regulations to be issued separately by the RCC.



## SALN Review and Compliance Committee Internal Guidelines

### 1.0 Objectives

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Department of Budget and Management – National Capital Region (DBM-NCR) officials and employees pursuant to existing laws and pertinent CSC issuance.

### 2.0 Functions of RCC and Secretariat

2.1 The Review and Compliance Committee (RCC) created by virtue of Regional Office Order No. 37<sup>1</sup>, shall perform the following functions:

- 2.1.1 Review the submitted SALN of officials and employees in the DBM-NCR and determine whether these are properly accomplished;
- 2.1.2 Submit a Report to the Director in accordance with item 6.5 hereof;
- 2.1.3 Transmit all original copies of the following SALNs **on or before April 30, 2018** as follows:

FILER	DISTRIBUTION LIST
DBM-NCR employees (Director and below)	<ul style="list-style-type: none"> <li>1. CSC Field Office (CSCFO)</li> <li>2. 201 File</li> <li>3. Personal File (with stamped "Received" by the CSCFO)</li> <li>4. DBM Central Office (certified true copies)</li> </ul>

- 2.1.4 Resolve issues pertaining to compliance with the submission and filing of SALNs by all DBM-NCR officials and employees;
- 2.1.5 Perform such other functions as may be necessary to ensure compliance by DBM-NCR with all SALN related concerns; and
- 2.2 The Secretariat shall assist the RCC in the conduct of its functions. The functions of the Secretariat shall be, but not limited to, the following:
  - Recommend actions on issues relative to compliance on the filing of SALN
  - Responsible for the receipt, review and transmittal of accomplished SALNs
  - Prepare the minutes of the meetings

### 3.0 Issuance of Advisories

- 3.1 An advisory shall be issued not later than February 7 of every year to set the deadline/s for the annual submission of SALN of all DBM-NCR officials and employees as of December 31 of the previous year. The advisory shall remind and update all DBM-NCR officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.
- 3.2 The RCC shall issue such other advisory as often as may be necessary.

<sup>1</sup> Creation of Review and Compliance Committee (RCC) and Secretariat in the DBM-NCR dated July 27, 2018.

#### 4.0 Filing of SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond **March 15 of every year** to the DBM-NCR Administrative Division in three (3) copies, all originally signed by the declarant using **blue ink** in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.

#### 5.0 Administration of Oath

- 5.1 The DBM Secretary or his delegate shall administer the oath for SALNs of the Regional Director and Assistant Regional Director.
- 5.2 The DBM Regional Director shall administer the oath for SALNs of employees with the positions of Division Chief and below.
- 5.3 The date of oath in the SALN form shall be filled in by the administering officer.
- 5.4 The administration of oath for the SALN of DBM-NCR employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

#### 6.0 Review Process

- 6.1 Upon receipt of the accomplished SALN forms, the Secretariat/Administrative Division, shall evaluate the same within seven (7) days to determine compliance with the following:
  - 6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
  - 6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
  - 6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
  - 6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.
  - 6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
- 6.2 The Secretariat/Administrative Division, shall submit to the RCC **on or before March 31 of every year** a Preliminary Report containing 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. The Report shall likewise indicate any findings as a result of the evaluation conducted by the Secretariat/Administrative Division.
- 6.3 The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Request (PCR) if and when necessary. In which case, the RCC shall issue the



PCR within three (3) days from the receipt of the Preliminary Report, indicating all its findings and the corresponding possible actions available to the non-compliant declarants within (5) days from the receipt of the PCR.

- 6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list who have complied with the filing of SALN in the Report to be submitted to the Regional Director **on or before April 7 of every year**. Said Report shall contain a list of DBM-NCR officials and employees in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the Regional Director shall be copy furnished the CSCFO **on or before April 30 of every year**.
- 6.5 Based on the recommendation of the RCC, the Regional Director, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.
- 6.6 If there is any written request for clarification on the Compliance Order, the same shall be endorsed to RCC through the Secretariat/Administrative Division within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Regional Director. The request for clarifications shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Regional Director. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Regional Director copy furnished the CSCFO.
- 6.8 Finally, the RCC shall recommend to the Regional Director the issuance of a Show-Cause Order to the DBM-NCR officials and/or employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the Regional Director the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Regional Director shall direct the matter to the Disciplinary Action Committee (DAC) for appropriate action.

## 7.0 Transmittal and Distribution

- 7.1 The first copy of the SALN of officials and employees shall be transmitted by the RCC, or in its absence the Chief Administrative Officer of his/her equivalent, to the CSCFO **on or before April 30 of every year**.

A duplicate copy of said transmittal with stamped "received" by CSCFO shall be kept by the Administrative Officer (AO)/Personnel Officer (PO) for 201 file of the employee. It shall be the responsibility of the AO/PO to ensure that the declarant properly acknowledged receipt of his/her personal copy (3<sup>rd</sup> copy) of SALN.



CERTIFIED COPY OF THE ORIGINAL COPY ON FILE

*Nil A. Berbie*  
**NILA A. BERBIE**  
 Chief Administrative Officer

## **8.0 Sanction for Failure to Comply**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 130074 dated January 24, 2013, or failure of concerned DBM-NCR officials to comply with the provisions of CSC Resolution No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.


## **9.0 Resolution of Issues**

To ensure standard and consistent interpretation of the SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all DBM-NCR officials and employees.

## **10.0 Accessibility of SALNs**

Accomplished SALNs of the DBM-NCR officials and employees may be made available to the public subject to the rules and regulations issued by the DBM-Legal Service in adherence to Executive Order No. 2 s. 2016 (Freedom of Information (FOI) Order).

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*Nila A. Berbie*  
**NILA A. BERBIE**  
Chief Administrative Officer





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
CORDILLERA ADMINISTRATIVE REGION  
No. 8 General F. Segundo Street  
Burnham-Legarda Barangay, Baguio City  
Telephone Nos.: (074) 443-3461, 443-9831, 443-4702 (tel)

**OFFICE ORDER NO. 053, s. 2018**

**Subject : RECONSTITUTION OF THE DBM-CAR REVIEW AND COMPLIANCE COMMITTEE**

**Date : JULY 13, 2018**

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1.0 In the interest of the service, this Office's Review and Compliance Committee (RCC) is hereby reconstituted as follows:

Chairperson : Marie Christine D. Andaya, OIC-Director III

Members :  
1) Maria Loretta P. Cunanan, Chief Administrative Officer  
2) Noemi P. Humilde, OIC-Chief Budget and Management Specialist  
3) Chin Chin C. Cagaoan, Budget and Management Analyst

2.0 As embodied in Regional Office Order No. 201-002 dated February 3, 2014, the above official and employees shall, in addition to their duties and responsibilities, perform the following functions:

- 2.1 Review Statement of Assets, Liabilities and Net Worth (SALN) and determine whether these were properly accomplished;
- 2.2 Submit a list of DBM-ROCAR employees who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs to the Head of Office, copy furnished the CSC, on or before May 15 of every year;
- 2.3 Transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:
  - CSC Field Office
  - DBM-Central Office 201 File (with stamped "Received" by the CSC Field Office)
  - DBM-CAR 201 File
  - Ombudsman for Luzon
  - Personal File
- 2.4 Resolve issues pertaining to compliance with the submission and filing of SALNs by all DBM officials and employees;

- 2.5 Recommend the procedure to be adopted by DBM in providing public access to the SALN of its officials and employees through process and established best practices; and
- 2.6 Perform such other functions as may be necessary to ensure compliance by DBM-CAR with all SALN related concerns.

3.0 The Committee shall be guided by the following DBM-CAR internal guidelines:

#### **Issuance of Advisories**

The DBM ROCAR shall adopt the DBM internal guidelines being issued by the DBM CO RCC, and as such, the DBM ROCAR RCC shall, as often as may be necessary, remind and update all DBM officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

#### **Filing of SALN**

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond **March 1 of every year** to the Chief Administrative Officer, in five (5) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.

#### **Administration of Oath**

- The DBM Secretary shall administer the oath for the SALNs of all DBM officials. In the absence of, or unavailability of the Secretary, the Undersecretary for Operations is authorized to sign and administer oath for SALNs of officials with the rank of Undersecretary, Assistant Secretary, Director and Assistant Director.
- In accordance with Department Order No. 2014-3 dated February 4, 2014, the Regional Director is authorized to administer oath for the SALNs of employees with the positions of Division Chief and below with their respective coverage. In the absence of the Regional Director, the Assistant Regional Director is authorized to sign and administer said oath.
- The date of oath in the SALN form shall be filled in by the administering officer.
- The administration of oath for the SALN of DBM employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.



## Review Process

- Upon receipt of the accomplished SALN forms, the DBM ROCAR RCC shall evaluate the same within seven (7) days to determine compliance with the following:
  - The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
  - A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
  - In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
  - Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.
  - Any or all changes or revisions in the accomplished and submitted SALN forms shall not only be made by the respective declarants and shall bear the declarant's initials.
- The DBM ROCAR RCC shall submit to the Regional Director **on or before March 31 of every year** a Preliminary Report containing 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. The Report shall likewise indicate any findings as a result of the evaluation conducted by DBM ROCAR RCC.
- The Regional Director shall direct the issuance of a Final Compliance Report (PCR) based on findings of the DBM ROCAR RCC. In which case, the DBM ROCAR RCC shall issue the Final PCR within three (3) days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-complaint declarants within five (5) days from the receipt of the PCR.
- Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report shall be submitted to the DBM Secretary on or before the deadline as may be set by the Administrative Service (AS) every year. Said Report shall contain a list of DBM officials and employees in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the DBM Secretary shall be copy furnished the CSC **on or before the set deadline of every year.**

- Based on the recommendation of the DBM CO RCC, the DBM Secretary, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.
- If there is a written request for clarification on the Compliance Order, the same shall be endorsed to DBM ROCAR RCC, through the Chief Administrative Officer, within the next working day from the receipt thereof. The DBM ROCAR RCC shall then evaluate the request and make the appropriate recommendation to the DBM Secretary through the Regional Director. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.
- The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Secretary and/or appropriate offices of the Department. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Secretary copy furnished the CSC.
- Finally, the RCC shall recommend to the Secretary the issuance of a Show-Cause Order to the DBM officials and/or employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the Secretary the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Secretary shall direct the matter to the Disciplinary Action Committee (DAC) for appropriate action.

#### **Transmittal and Distribution**

- The Chief Administrative Officer shall transmit all original (hard) copies of the SALN (1<sup>st</sup> copy) of DBM officials and employees, together with electronic copies thereof, **on or before the deadline set by the Office of the Ombudsman of every year**, to the concerned offices, as specified below:

<b>FILER</b>	<b>DISTRIBUTION LIST</b>
Officials and employees with the rank of Director and below	<ul style="list-style-type: none"> <li>✓ Ombudsman for Luzon</li> <li>✓ CSC Field Office</li> <li>✓ DBM HRDD, AS</li> <li>✓ DBM-CAR 201 File</li> <li>✓ Personal File</li> </ul>

- The list of officials and employees who filed their SALNs, shall be accompanied by a certification by the Regional Director that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of DBM ROCAR, using the prescribed format by the Office of the Ombudsman.



### **Sanction for Failure to Comply**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated January 24, 2013, or failure of concerned DBM officials to comply with the provisions of CSC Resolution No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.

### **Resolution of Issues**

To ensure standard and consistent interpretation of the SALN rules, the RCC Central Office shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all DBM officials and employees including those referred by Regional RCCs created pursuant to Department Order No. 2013-6 dated April 12, 2013.

### **Accessibility of SALNs**

Accomplished SALNs of the DBM officials and employees shall be made available to the public subject to the rules and regulations to be issued separately by the RCC.

- 4.0 This Office Order supersedes Regional Office No. 2014-002 dated February 3, 2014 issued for the same purpose.
- 5.0 Effective immediately.

  
**IRENE B. GAHID**  
OIC-Director IV

/



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE I  
CITY OF SAN FERNANDO, LA UNION  
Tel. No. 888-30-38/242-72-98/888-33-52(telefax)

## CERTIFICATION

This is to certify that the Department of Budget and Management (DBM) Regional Office I Review and Compliance Committee (RCC), adopted the DBM Central Office RCC internal guidelines on the review and submission of Statements of Assets, Liabilities and Net Worth of officials and employees of this Regional Office as mandated in the DBM Department Order No. 2013-6 dated April 12, 2013.

Done this 17<sup>th</sup> day of July 2018 at the City of San Fernando, La Union.

*E. Manday*  
f NENITA A. FAILON  
Director IV



**Department of Budget and Management  
Regional Office No. II  
Tuguegarao City, Cagayan**

**SALN Review and Compliance Committee  
Internal Guideline No. 1  
April 16, 2013**

**PURPOSE**

To provide guidelines in the filing, review, and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Department of Budget and Management (DBM) RO II officials and employees pursuant to existing laws and pertinent CSC issuances.

**FUNCTIONS OF THE RCC**

The DBM RO II Review and Compliance Committee (RCC) created by the virtue of Regional Office Order No. 2013-013 dated April 15, 2013 shall perform the following functions:

1. Review Statement of Assets, Liabilities and Net Worth (SALN) of DBM ROII officials and employees and determine whether these were properly accomplished.
2. Submit a list of officials/employees, in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs to the Head of Office, copy furnished the CSC, on or before May 15 of every year;
3. Transmit all original copies of the SALNs received, on or before April 30 of every year, to the to the concerned offices, as specified below:
  - a. CSC Field Office
  - b. DBM-Central Office 201 File (with stamped "Received" by the CSC Field Office)
  - c. Personal File (with stamped "Received" by the CSC Field Office)
4. Resolve issues pertaining to compliance with the submission and filing of SALNs by all officials and employees;
5. Perform such other functions as may be necessary to ensure compliance by DBM to all SALN related concerns.

**FILING OF SALN**

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond **March 31 of every year** to the Financial and Administrative Division (FAD) in three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguished the original from photocopied forms, duly signed by the official administering the oath. Said

deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.

### **ADMINISTRATION OF OATH**

1. The DBM secretary or his delegate shall administer the oath for the SALNs of DBM Regional Directors and the Regional Directors.
2. The Regional Director shall administer the oath for the SALNs of employees with the positions of Division Chief and below.
3. The date of oath in the SALN form shall be filled in by the administering officer.
4. The administration of oath for the SALN of DBM employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

### **REVIEW PROCESS**

1. Upon receipt of the accomplished SALN forms, the FAD shall evaluate the same within seven (7) days to determine compliance with the following:
  - i. The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
  - ii. A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
  - iii. In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
  - iv. Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e, page 1 of x number of pages.
  - v. Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
2. The FAD shall submit to the RCC **on or before April 15 of every year** a Preliminary Report containing the list of employees, in alphabetical order, who: (a) filed their SALNs with complete data; (b) filed their SALNs but with incomplete data; (c) did not file their



SALNs. The Report shall likewise indicate any findings as a result of the evaluation conducted by FAD.

3. The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Request (CPR) if and when necessary. In which case, the RCC shall issue the PCR within three (3) days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding actions available to the non-compliant declarants within five (5) days from the receipt of the CPR.
4. Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the DBM Secretary **on or before May 7 of every year**. Said Report shall contain a list of DBM officials and employees in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the DBM Secretary shall be copy furnished the CSC **on or before May 15 of every year**.
5. Based on the recommendation of the RCC, the DBM Secretary, within five (5) days from the final receipt as a Final Report, shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.
6. If there is a written request for clarification on the Compliance Order, the same shall have endorsed to RCC through the HRDD, AS within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Secretary. The request for clarification shall not toll the running of the 30-day reglementary period for filing/ issuance of the Compliance Order.
7. The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Secretary and/or appropriate offices of the Department. The RCC shall then submit a Final Report reflecting any revision/ adjustment of the Report initially submitted to the Secretary copy furnished the CSC
8. Finally, the RCC shall recommend to the Secretary the issuance of a Show-Cause Order to the DBM officials and/or employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response the response/justification to the Show-Cause Order and recommend to the Secretary the filing of the appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Secretary shall direct the matter to the Disciplinary Action Committee (DAC) for appropriate action.

## **TRANSMITTAL AND DISTRIBUTION**

The 1<sup>st</sup> copy of their SALNs shall be transmitted by their RCC, or in its absence the Chief Administrative Officer or his/her equivalent, to the Deputy Ombudsman in their respective regions **on or before June 30 of every year**. The remaining copies shall be transmitted to the HRRD, AS for filing in the 201 file (2<sup>nd</sup> copy) and personal copy of the declarant (3<sup>rd</sup> copy).

## **SANCTION FOR FAILURE TO COMPLY**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated January 24, 2013, or failure of concerned DBM officials to comply with the provisions of CSC Resolution No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.

## **RESOLUTION OF ISSUES**

To ensure standard and consistent interpretation of the SALN rules, the RCC-Central Office shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all DBM officials and employees including those referred by Regional RCCs created pursuant to Department Order 2013-6 dated April 12, 2013.

## **ACCESSIBILITY OF SALNs**

Accomplished SALNs of the DBM officials and employees shall be made available to the public subject to the pertinent laws, rules and regulations.

APPROVED:

  
ALICE R. TRINIDAD  
Chair

  
FRANCIS C. BAUTISTA  
Member

  
ENRIQUE C. BUGAR  
Member





Department of Budget and Management  
Regional Office III

**SALN Review and Compliance Committee  
Internal Guidelines**

**1.0 Objectives**

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Department of Budget and Management Regional Office III (DBM-RO III) officials and employees pursuant to existing laws and pertinent CSC issuances.

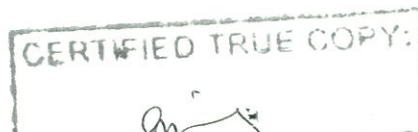
**2.0 Functions of Review and Compliance Committee (RCC)**

2.1 The RCC created by virtue of Regional Office Order No. 2013-04 dated April 24, 2013 shall perform the following functions:

- 2.1.1 Review the SALN and determine whether these were properly accomplished;
- 2.1.2 Submit a list of employees, in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs to the Head of Office, copy furnished the CSC;
- 2.1.3 Transmit all original copies of the SALNs received to the concerned offices (CSC Field Office, office of the Ombudsman, DBM-Central Office 201 file, and Personal file); and
- 2.1.4 Refer all issued on the compliance in the submission and filing of SALN of DBM-RO III employees to the Central Office RCC for resolution to ensure standard and consistent interpretation of the SALN rules.

**3.0 Filing of SALN**

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond **April 15 of every year** to the RCC thru the Financial and Administrative Division (FAD) in three (3) copies, all originally signed by the declarant, duly signed by the official administering the oath. Said deadline shall



be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc. or on absence without leave (AWOL) during the compliance period.

#### **4.0 Administration of Oath**

- 4.1 The DBM Secretary or his delegate shall administer the oath for the SALNs of the Regional Director and Assistant Regional Director.
- 4.2 The Regional Director or his delegate shall administer the oath for the SALNs of employees with the positions Division Chief and below.

#### **5.0 Review Process**

- 5.1 Upon receipt of the accomplished SALN forms, the RCC shall evaluate the same within fifteen (15) days to determine compliance with the following:
  - 5.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable."
  - 5.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
  - 5.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
  - 5.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e. page 1 of x number of pages.
  - 5.1.5 Any or all changes or revisions in the accomplished and submitted SALN form shall only be made by the respective declarants and shall bear the declarant's initials.

#### **6.0 Transmittal and Distribution**

The RCC, or in its absence the Chief Administrative Officer or his/her equivalent, shall transmit all original copies of the SALNs (1<sup>st</sup> copy) of RO III officials and



employees to the Deputy Ombudsman for Luzon on or before June 30 of every year. The remaining copies shall be transmitted to the HRDD, AS for filing in the 201 file (2<sup>nd</sup> copy) and personal copy of the declarant (3<sup>rd</sup> copy).

#### 7.0 Sanction for Failure to Comply

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated January 24, 2013, or failure of concerned DBM officials to comply with the provisions of CSC Resolution No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.

#### 8.0 Resolution of Issues

To ensure standard and consistent interpretation of the SALN rules, the RCC-Central Office shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all DBM officials and employees including those referred by Regional RCCs created pursuant to Department Order No. 2013-6 dated April 12, 2013.

#### 9.0 Accessibility of SALNs

Accomplished SALNs of the DBM officials and employees shall be made available to the public subject to the rules and regulations to be issued separately by the RCC.

Prepared by:

  
**BERNADETTE A.S. TIMBANG**  
Chief Administrative Officer

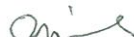
Reviewed by:

  
**ROSALIE C. ABESAMIS**  
Director III

Concurred In:

  
**ELISA D. SALON**  
Director IV

CERTIFIED TRUE COPY:






REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE IV-A (CALABARZON)  
2/F PLJ BUILDING, 755 GEN. SOLANO STREET,  
SAN MIGUEL, MANILA

## CERTIFICATION

This is to CERTIFY that the Department of Budget and Management Regional Office IV-A has adopted the DBM-Central Office Review and Compliance Committee (RCC) Internal Guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of DBM-RO IV-A personnel pursuant to existing laws and pertinent CSC issuances.

This certification is being issued this 1<sup>st</sup> day of August 2018 in compliance with DBM-CO Memorandum dated 11 July 2018 as one requirement for the Grant of PBB for Fiscal Year 2018.

  
**NYMPHA R. MANALASTAS**  
*OIC-Director IV*





Republic of the Philippines  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MIMAROPA REGION

SALN REVIEW AND COMPLIANCE COMMITTEE  
INTERNAL GUIDELINES

**1.0 Objectives**

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of DBM-MIMAROPA (TVB) officials and employees pursuant to existing laws and pertinent CSC issuances.

**2.0 Functions of RCC and Secretariat**

2.1 The Review and Compliance Committee (RCC) created by virtue of Department Order (DO) No. 2012-7, dated April 4, 2012, as amended by DO No. 2013-6 dated April 12, 2013 shall perform the following functions:

2.1.1 Review the submitted SALN of DBM officials and employees in the DBM MIMAROPA (RO IV B) and determine whether these were properly accomplished;

2.1.23 Transmit all original copies of the following SALNs on or before June 30 of every year, as follows:

ITEM	DISCLOSURE INSTRUMENT
DBM-MIMAROPA employees (Director and Below)	CSCFO 201 file Personal File (with stamped "Received" by the CSCFO DBM MIMAROPA RO (certified true copies)

2.1.4 Resolve issues pertaining to compliance with the submission and filing of SALNs by all DBM MIMAROPA (TV B) RO officials and employees

2.1.5 Recommend the procedure to be adopted by DBM RO in providing public access to the SALN of its officials and employees through consultation process and established best practices; and

2.1.6 Perform such other functions as may be necessary to ensure compliance by DBM RO with all SALN related concerns.

2.2 The Secretariat shall assist the RCC in the conduct of its functions.

**3.0 Issuance of Advisories**

3.1 The RCC shall issue such other advisory as often as may be necessary in addition to the advisory issued by the DBM CO not later than February 7 of every year to set the

**CERTIFIED TRUE COPY**

  
ELIZABETH F. SEVA

deadline/s for the annual submission of SALN of all DBM officials and employees as of December 31 of the previous year. The advisory shall remind and update all DBM RO officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

#### **4.0 Filing of SALN**

- 4.1 The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond **March 31 of every year** to the HRDD, AS in three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original form photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.

#### **5.0 Administration of Oath**

- 5.1 The DBM Secretary or his delegate shall administer the oath for the SALNs of all DBM RO officials. In the case of the Regional Directors and Assistant Directors, administration of oath shall be undertaken during Regional Coordination Meeting (RCM) as may be scheduled in coordination with the Regional Coordination Unit (RCU).
- 5.2 The DBM Officials authorized to administer oath for the SALNs of employees with position of Division Chief and below shall undertake the same accordance with DO No. 2013-5 dated April 12, 2013 and other related issuances.
- 5.3 The date of oath in the SALN form shall be filled in by the administering officer.
- 5.4 The administration of oath for the SALN of DBM employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

#### **6.0 Review Process**

- 6.1 Upon receipt of the accomplished SALN forms, the FAD, shall evaluate the same within seven (7) days to determine compliance with following:
  - 6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or not applicable."
  - 6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and write "N/A" in the available blanks.
  - 6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
  - 6.1.4 Additional sheets may be used as necessary provide that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e 1 of x number of pages.
  - 6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants shall bear the declarant's initials.
- 6.2 The FAD, AS shall submit to the RCC **on or Before April 15 of every year** a Preliminary Report containing 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 SALNs. The Report shall likewise indicate any finding as a result of the evaluation conducted by the HRDD, AS

- 6.3 The RCC shall review the Preliminary report and direct the issuance of a Preliminary Compliance Report (PCR) if and when necessary. In which case, the RCC shall issue the PCR within three (3) days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five (5) days from the receipt of the PCR
- 6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the DBM Secretary **on or before May 7 of every year**. Said Report shall contain a list of DBM officials and 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 SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the DBM Secretary shall be copy furnished the CSC **on or before May 15 of every year**.
- 6.5 Based on the recommendation of the RCC, the DBM Secretary, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (3) days from receipt of the said Order.
- 6.6 If there is a written request for clarification on the Compliance Order, the same shall be endorsed to RCC through the HRDD, AS within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Secretary. The request for clarification shall not toll the running of the 30-day reglementary period for filing /issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Secretary and/or appropriate offices of the Department. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Secretary copy furnished the CSC.
- 6.8 Finally, the RCC shall recommend to the Secretary the issuance of a Show-cause Order to the DBM RO officials and/or employees who have not complied with the Order or satisfactorily responded thereto.

The RCC likewise evaluate the response/justification to the Show-cause Order and recommend to the Secretary the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Secretary shall direct the matter to the Disciplinary Action Committee (DAC) or appropriate action.

## 7.0 Transmittal and Distribution

- 7.1 The CAO shall transmit all original copies of the SALNs (1st Copy) of DBM officials and employees at the RO on or before **June 30** of every year, to the concerned offices, as specified below:

TO	DISTRIBUTION LIST
DBM-MIMAROPA employees (Director and Below)	CSCFO 201 file Personal File (with stamped "Received" by the CSCFO DBM Central Office (certified true copies)

- 7.2 For the regional officials and employees the 1st copy of their SALNs shall be transmitted by their RCC, or in its absence the Chief Administrative Officer or his/her equivalent, to the Deputy Ombudsman in their respective regions on or before **June 30** of every year. The remaining copies shall be transmitted to HRDD, AS for filing in the 201 file (2nd Copy) and personal copy of the declarant (3rd Copy).

## 8.0 Sanction for Failure to Comply

Failure of an official or employee to correct/submit his/her SALN in accordance with procedure and period under CSC Resolution No. 1300174 dated January 24, 2013, or failure of concerned DBM officials to comply with provisions of CSC Resolution No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.

## 9.0 Resolution of Issues

To ensure standard and consistent interpretation of the SALN Rules, the RCC-Central Office shall resolve issues pertaining to compliance with submission and filing of SALNs by all DBM officials and employees including those referred by Regional RCCs created pursuant to Department Order No. 2013-6 dated April 12, 2013.

## 10.0 Accessibility of SALNs

Accomplished SALNs of the DBM officials and employees shall be made available to the public subject to the rules and regulations to be issued separately by the RCC.

  
MARIA ANGELITA C. CELLS  
Director IV




REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Regional Office V  
Regional Center Cite, Rawis, Legazpi City

CERTIFICATION

This is to CERTIFY that the Department of Budget and Management Regional Office No. V, Legazpi City has adopted the DBM-Central Office Review and Compliance Committee (RCC) Internal Guidelines pursuant to Department Order No. 2013-6 dated 12 April 2013, as reiterated by DBM- CO RCC Advisory dated 24 January 2014 and DBM RCC Resolution No. 2018-01, for the review of the SALN of DBM-ROV personnel.

This certification is being issued to attest to the truth and accuracy of the above-mentioned information and in compliance with the Inter-Agency Task Force Memorandum Circular No. 2018-01 dated 28 May 2018.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this 16<sup>th</sup> day of July, 2018 at Legazpi City, Philippines

  
ANTONIO E. VILLANUEVA, JR.  
Chief Administrative Officer  
DBM-ROV Chairman RCC

  
MARIA ANGELITA C. CELLS  
Director IV



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE VI  
251-A GENERAL HUGHEST STREET, ILOILO CITY 5000

**CERTIFICATION**

This is to certify that the DBM RO VI Review and Compliance Committee (RCC) shall adopt the Central Office RCC Internal Guidelines.

Issued this 16<sup>th</sup> day of July, 2018.

  
MAE L. CHUA  
OIC-Director IV





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE NO. VII

SUDLON, LAHUG, CEBU CITY

Tel. Nos. 505-5825; 505-7633; 505-4418; 505-7682; 253-9523 Telefax No.

**DECLARATION**

This is to certify that we have been adopting the Review and Compliance Committee Internal Guidelines of the Department of Budget and Management, Central Office, as may be applicable.

Issued this 26th day of July, 2018.

  
IMELDA C. LACERAS  
Director IV



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Regional Office VIII  
Brgy. 77, Villa Ruiz Subdivision, Marasbaras, Tacloban City  
Tel. No. 321-2327, 888-0423, 888-0531



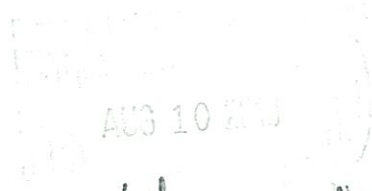
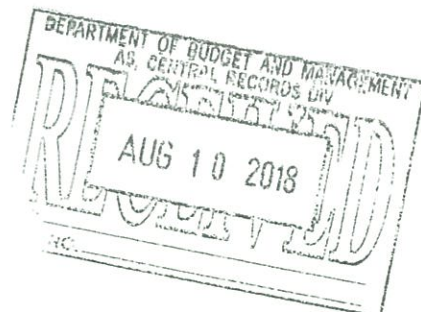
### CERTIFICATION

This is to certify that the Department of Budget and Management, Regional Office VIII adopted the internal policies and guidelines set by the SALN Review and Compliance Committee of the DBM-Central Office, as applicable to the region, regarding the preparation and submission of Statement of Assets, Liabilities and Net Worth (SALN) of DBM RO VIII employees in compliance with civil service laws and regulations.

*Annabelle C. Echavez*  
**ANNABELLE C. ECHAVEZ**

Regional Director  
Chairperson, SALN Review and Compliance Committee

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE IX, ZAMBOANGA CITY

**C E R T I F I C A T I O N**

This is to certify that the Department of Budget and Management, Regional Office IX (DBM, ROIX) adopted the internal policies and guidelines set by the SALN Review and Compliance Committee of the DBM - Central Office, as applicable to the region, regarding the preparation and submission of Statement of Assets, Liabilities and Net Worth (SALN) of DBM ROIX employees in compliance with civil service laws and regulations.



**MARK LOUIE C. MARTIN**

CBMS/OIC- Assistant Regional Director/  
Chair, SALN Review and Compliance Committee

Noted:



**ACHILLES GERARD C. BRAVO**  
Regional Director



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE X  
SALN Review and Compliance Committee  
Internal Guidelines

**1.0 Objectives**

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities, and Net Worth (SALN) of Department of Budget and Management Region X (DBM-ROX) employees pursuant to existing laws and pertinent CSC issuances.

**2.0 Functions of RCC and Secretariat**

2.1 The Review and Compliance Committee (RCC) created by virtue of Department Order (DO) No. 2012-7<sup>1</sup> dated April 4, 2012 as amended by DO No. 2013-6<sup>2</sup> dated April 12, 2013 shall perform the following functions:

2.1.1 Review the submitted SALN of DBM-ROX employees and determine whether these were properly accomplished;

2.1.2 Submit a report to the DBM Regional Director in accordance with Item 6.5 hereof;

2.1.3 Transmit all original copies of the following SALNs **on or before June 30 of every year**, as follows:

Filer	Distribution List
Director and Assistant Director	Office of the Secretary Deputy Ombudsman Personal File
DBM-ROX Employees with the rank of Division Chief and below	CSC Field Office Deputy Ombudsman Personal File

2.1.4 Resolve issues pertaining to compliance with the submission and filing of SALNs by all DBM-ROX employees;

2.1.5 Recommend the procedure to be adopted by DBM-ROX in providing public access to the SALN of its employees through consultation process and established best practices; and

2.1.6 Perform such other functions as may be necessary to ensure compliance by DBM-ROX with all SALN related concerns.



2.2 The Secretariat shall assist the RCC in the conduct of its functions. The delineation of functions of the Secretariat shall be, but not limited to, the following:

- responsible for the receipt, review and transmittal of accomplished SALNs
- in charge of formulating draft guidelines for approval of the RCC and preparing the minutes of meeting
- recommend actions on issues with legal concerns relative to compliance on the filing of SALN

### **3.0 Dissemination of Advisories**

3.1 Upon receipt of an advisory from DBM-Central Office setting the deadline/s for the annual submission of SALN as of December 31 of the previous year, the RCC Secretariat shall take charge in the dissemination of said advisory, among others, to all DBM-X officials & employees.

3.2 The DBM-X RCC may issue such other advisory as may be necessary.

### **4.0 Filing of SALN**

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond **March 31 of every year** to the Chief Administrative Officer in three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopies forms, duly signed by the Director administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc., or on absence without leave (AWOL) during the compliance period.

### **5.0 Administration of Oath**

5.1 The DBM Secretary or his delegate shall administer the oath for the SALN of the Regional Director and Assistant Regional Director.

5.2 The Director authorized to administer oath for the SALNs of DBM-ROX employees with the positions of Division Chief and below shall undertake the same in accordance with Department Order No. 2013-5<sup>3</sup> dated April 12, 2013 and other related issuances.

5.3 The date of oath in the SALN form shall be filled in by the administering officer.

5.4 The administration of oath for the SALN of DBM-X employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

- 6.1 Upon receipt of the accomplished SALN forms, the Chief Administrative Officer shall evaluate the same within seven (7) days to determine compliance with the following:
  - 6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
  - 6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
  - 6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
  - 6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.
  - 6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
- 6.2 The Chief Administrative Officer shall submit to the RCC **on or before April 15 of every year** a Preliminary Report containing 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. The Report shall likewise indicate any findings as a result of the evaluation conducted by the Chief Administrative Officer
- 6.3 The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Report (PCR) if and when necessary. In which case, the RCC shall issue the PCR within three (3) days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five (5) days from the receipt of the PCR.
- 6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the DBM-ROX Regional Director **on or before May 7 of every year**. Said Report shall contain a list of DBM-ROX employees in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs. The Report may be revised to reflect adjustments, if any. The Final Report as submitted to the DBM-ROX Regional Director shall be copy furnished the CSC **on or before May 15 of every year**.
- 6.5 Based on the recommendation of the RCC, the DBM-ROX Regional Director, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.



- 6.6 If there is a written request for clarification on the Compliance Order, the same shall be endorsed to RCC through the Chief Administrative Officer within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Regional Director. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the Regional Director. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Regional Director copy furnished the CSC.
- 6.8 Finally, the RCC shall recommend to the Regional Director the issuance of a Show-Cause Order to the DBM-ROX employee/s who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the Regional Director the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Director shall direct the matter to the Disciplinary Action Committee (DAC) for appropriate action.

#### **7.0 Transmittal and Distribution**

- 7.1 The RCC, or in its absence the Chief Administrative Officer or his/her equivalent, shall transmit the original copy of the SALNs (1<sup>st</sup> copy) of DBM-ROX Employees to the Regional Deputy Ombudsman **on or before June 30 of every year**. The remaining copies shall be transmitted to the HRDD, DBM-X FAD for filing in the 201 file (2<sup>nd</sup> copy) and personal copy of the declarant (3<sup>rd</sup> copy).

#### **8.0 Sanction for Failure to Comply**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated January 24, 2013, or failure of concerned Regional Director to comply with the provisions of CSC Resolution No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.

#### **9.0 Resolution of Issue**

To ensure standard and consistent interpretation of the SALN rules, the RCC-Central Office shall resolve all issues pertaining to compliance with the submission and filing of SALN by all DBM-ROX employees created pursuant to Department Order No. 2013-6 dated April 12, 2013.

#### **10.0 Accessibility of SALNs**

Accomplished SALNs of the DBM-ROX employees shall be made available to the public subject to the rules and regulations to be issued separately by the RCC of DBM-Central Office.



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**

REGIONAL OFFICE XI  
Km. 3 McArthur Highway, Matina, Davao City  
Tel. No. 297-3323 \* Fax No. 299-2344

**CERTIFICATION**

This is to certify that the Department of Budget and Management (DBM) Regional Office XI Review and Compliance Committee (RCC), adopted the DBM Central Office RCC internal guidelines on the review and submission of Statement of Assets, Liabilities and Net Worth of officials and employees of this Regional Office as mandated in the DBM Department Order No. 2013-6 dated April 12, 2013.

Done this 31<sup>st</sup> day of August 2018 at the City of Davao, Davao del Sur.

  
**ANNABELLE M. ATILLO**  
Director IV



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**


REGIONAL OFFICE 12  
DBM COMPOUND, BRGY. MORALES, KORONADAL CITY - 9506  
TEL. NO. (083) 228-9788, T/F NO. (083) 228-5546  
email Add: [dbm-ro12@dbm.gov.ph](mailto:dbm-ro12@dbm.gov.ph)

**C E R T I F I C A T I O N**

This is to certify that this office adopts the DBM-Central Office RCC Internal Guidelines for the review of Statement of Assets, Liabilities and Net Worth (SALN) of DBM Regional Office XII employees.

This certification is issued for whatever purpose it may serve.

Issued this 3<sup>rd</sup> day of August 2018 at the DBM Compound, Brgy. Morales, Koronadal City.

  
**AKMAD J. USMAN**  
Director IV



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE NO. XIII, J. ROSALES AVENUE, BUTUAN CITY

**CERTIFICATION**

This is to declare our adoption of the Department of Budget and Management (DBM) Central Office Review and Compliance Committee (RCC) Internal Guidelines.

This certification is being issued in compliance with the DBM CO RCC Memorandum dated July 11, 2018.

Done this 23<sup>rd</sup> day of July, 2018 at DBM RO XIII, J. Rosales Avenue, Butuan City.

  
**GARY R. MARTEL**  
Regional Director