



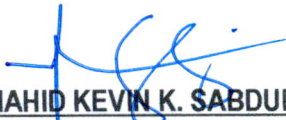
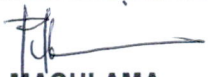


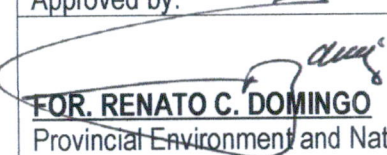
Republic of the Philippines

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

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PENRO COTABATO SALN REVIEW AND COMPLIANCE COMMITTEE (RCC)	
Document Name:	GUIDELINES ON THE REVIEW AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)
Description:	PROCEDURES FOR THE REVIEW AND SUBMISSION OF SALN
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GUIDELINES ON THE REVIEW AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

I- Purpose

This work instruction aims to provide guidelines for reviewing and submitting the SALN of DENR PENRO Cotabato officials and employees.

II- Scope

This procedure shall apply to the submission of SALNs of DENR PENRO Cotabato, CENRO Matalam, and CENRO Midsayap, Cotabato officials and employees to the SALN Review and Compliance Committee (RCC).

III- Responsibility

- The PENRO Cotabato Head of the Office shall ensure compliance with the regulations on the review and procedure in the filing and submission of SALNs.
- The Chairperson of the RCC shall oversee the whole review process and the timely submission of the SALNs to the repository agencies.
- The SALN RCC shall ensure the completeness of declarations in the SALN as well as the use of the proper form and timely submission.
- The Officials and employees shall be responsible for the proper filing-up based on the Guidelines in filling out the SALN Form (Annex A) and timely submission of their SALNs to the Administrative/Human Resource Management Office.

IV- Definition

- 'Repository Agencies - agencies requiring the submission of SALN such as the Civil Service Commission (CSC) and Office of the Ombudsman (OMB).
- Statement of Assets, Liabilities, and Net worth (SALN) (Annex B) - is an annual document required by law (under Article XI, section 17 of the Philippine constitution and section g of RA No.6713, the "code of conduct and Ethical standards for public officials and Employees," that all government workers in the Philippines, whether regular or temporary, must complete and submit attesting under oath to their total assets and liabilities, including businesses and financial interests, that make up their net worth.

- Joint Filing - a type of filing SALN applicable to spouses who are both employed in government.

V- Procedure Details

- **5.1** The SALN RCC through the Management Services Division shall issue a Memorandum to all the PENRO Cotabato officials and employees for the **CALL OF SALN SUBMISSION**.

The memo shall specify the following:

- **Deadline for the submission.**
 - **Reminders and updates for filling out SALN; and**
 - **Individual responsibility of officials and employees.**
- **5.2** A week before the deadline, the SALN RCC through the Administrative Section shall prepare a memorandum for the PENR Officer approval reminding the submission of SALN with an attached list of employees who have not submitted.
- **5.3** P/CENR Officials and employees shall submit three (3) copies of their SALNs (properly filled based on the Guidelines in the Filling Out of SALN Form) to the SALN RCC through the Human Resource Management Unit (HRMU) that shall monitor the submission based on the predetermined list of employees who are expected to submit their SALNS. The updated SALN Form is downloadable from the internet.
- **5.4** After receiving the SALN, the SALN RCC through the HRMU shall do a cursory review. The Administrative Section shall check the following:
 - Complete personal information of the declarant (e.g. name, spouse, children, business, interest, financial connections and relatives in the government service;
 - Date of filing;
 - Pagination;
 - Signature of the declarant and the co-declarant;
 - Proper type of filing;
 - Proper form used (Updated SALN Form);
 - Proper classification of properties (Real or personal property);
 - Details of the properties
 - Amount indicated for the properties
 - Computation for total assets, liabilities and net worth.

❖ If there are any findings, in the SALN, it shall be indicated in the form and must be returned to the employee for revision/proper filing. The Administrative Section staff shall indicate in the form the deadline for the employee to re-submit the SALN.

- ❖ If the SALN is already in proper form, it shall be forwarded to the person delegated by the PSA Head to administer oath.
- 5.5 The person with delegated authority or any notary public shall administer oath. The sworn SALNs shall be returned to HRMU for inclusion of the name of filers in the Summary List of Filers.
- 5.6 Upon receipt of the Sworn SALN, the evaluator shall prepare the following:
- Summary List of Filers;
 - Summary List of Non-filers; and
 - Certification to be signed by the SALN RCC Chairperson who attests that the SALNs in the Summary List of Filers are reviewed and found compliant;
 - Scan the original copies of Sworn SALNs and save the same to a USB;
 - Prepare transmittal letters to the repository agencies; and
 - Prepare Certification Letter to be signed the SALN RCC Chairperson and members which attest that SALNs submitted are reviewed and compliant.
- 5.7 The SALN-related documents shall be endorsed by the designated HRMU personnel to the SALN RCC for signature.
- 5.8 Once the documents are approved by the PENR Officer, the SALN RCC through the Administrative Section shall facilitate the submission of SALNs and the related documents to the following repository agencies on or before the 30th of June every year or on the prescribed deadline by the repository agencies.
- 5.9 The SALN RCC shall return one copy of the Sworn SALN to the concerned filer and the other copy shall kept by the HRMO in the 201 file of the concerned employee.

VI- Records Retention

SALNs shall kept by HRM Unit in the 201 file of the concerned employee. The SALN shall be disposed based on the retention period specified in the 201 files.