

Memorandum

To/For: All Concerned Employees

From : Chairperson
SALN Review and Compliance Committee

Date : June 29, 2020

RE : Filing and Submission of SALN for the Year 2020

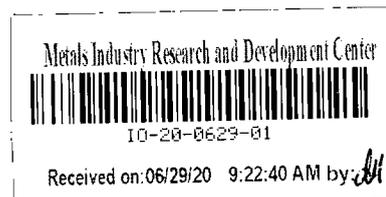
The CSC has issued Memorandum Circular No. 13, Series of 2020 Re "Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020". The said MC now allows the use of electronic or digital signature on the SALN provided the procedures laid down are followed. The MC likewise allows electronic filing and submission of the SALN.

We have incorporated the said changes in the Center's SALN Review and Compliance Procedure, as reflected in the Procedures Manual, which is attached herein for your reference and guidance.

Moreover, please note that the submission of the SALN has been further extended to August 31, 2020.

Thank you.


Atty. TRIxie HAZEL C. VELUZ



PROCEDURES MANUAL	PM – MIRDC	
MIRDC	Revision No.: 1	Page 1 of 10
Section :	Effectivity Date: July 1, 2020	
Subject : Review and Compliance Procedures of SALN		

1.0 Scope/Purpose

This procedure prescribes the procedures for the online oath taking, online filing or transmission of a duly executed SALN, and review of Statements of Assets, Liabilities and Net worth (SALN) filed by the officials and employees of the Metals Industry Research and Development Center occupying plantilla positions whether permanent or temporary status.

This is in compliance with Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) and Rule VII of the Rules Implementing said Act.

2.0 Definition of Terms

Communication Technology is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.

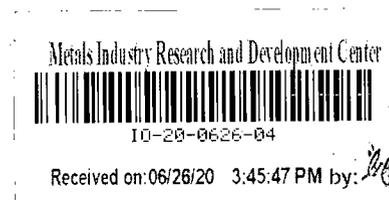
Duly Executed SALN refers to a SALN that is personally signed under oath before an administering officer or notary public, or that executed through online oath taking as recognized under 8.0 hereunder.

Electronic SALN refers to a duly executed SALN filed by the Declarant via online transmission.

Original SALN shall refer to the electronic SALN or physical SALN, as the case may be.

3.0 Records

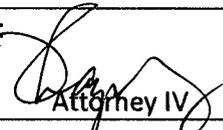
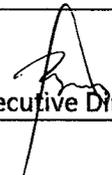
Duly accomplished SALN
Order of Compliance
List of those filed their SALNs with Complete Data
List of those filed their SALNs but with Incomplete Data
List of those who did not file their SALNs
Certification of Compliance
Summary List of SALNs Electronically and Physically Filed



4.0 References

Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) and its Implementing Rules

CSC MC No. 10, s 2006 dated April 17, 2006 and CSC Resolution No. 06-0231 dated February 1, 2006 both entitled "Review and Compliance Procedure in the Filing and

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PROCEDURES MANUAL	PM – MIRDC	
MIRDC	Revision No.: 1	Page 2 of 10
Section :	Effectivity Date: July 1, 2020	
Subject : Review and Compliance Procedures of SALN		

Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest”

CSC MC No. 2, s 2013 dated January 24, 2013 entitled Revised SALN Form (with Guidelines)

CSC MC No. 3, s 2013 dated January 24, 2013 and CSC Resolution No. 13-00174 dated January 24, 2013 both entitled “Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections”

CSC Resolution No. 13-00455 dated March 4, 2013 entitled “Review and Compliance Committee for the SALN”

CSC Resolution No. 1500088 dated January 23, 2015 entitled “Amendment to CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form”

MC No. 03, s. 2015 dated February 17, 2015 entitled “Amendment to CSC MC No. 2, s 2013 (Revised Statement of Assets and Liabilities and Net Worth [SALN] Form)”

Office of the Ombudsman Memorandum Circular No. 2, dated August 2, 2017.

CSC MC No. 09, s. 2020 dated April 3, 2020 entitled“ Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020”

CSC MC No. 13, series of 2020 dated June 22, 2020 entitled “Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SAN) Form for the Year 2020”.

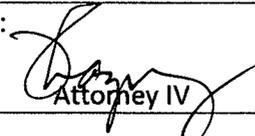
5.0 Form

The MIRDC employees shall use the Civil Service Commission (CSC) prescribed SALN Form (Revised as of January 2015), together with the Additional Sheets Form ((Revised as of January 2015), and the Guidelines in the Filling-out of the SALN Form.

6.0 When to File and Submit SALN

The SALN must be filed and submitted to the Head of the Administrative and General Services Section, Finance and Administrative Division (FAD-AGSS):

- (a) Within thirty (30) days after assumption of Office, statements of which must be reckoned as of the employee’s first day of service;
- (b) On or before August 31, 2020, unless the circumstances require otherwise, statements of which must be reckoned as of the end of the preceding year;
- (c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of the employee’s last day of office.

Prepared by:  Attorney IV	Approved by:  Executive Director
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PROCEDURES MANUAL	PM – MIRDC	
MIRDC	Revision No.: 1	Page 3 of 10
Section :	Effectivity Date: July 1, 2020	
Subject : Review and Compliance Procedures of SALN		

7.0 Online Filing or Transmission of a Duly Executed SALN

The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN.

The Declarant, when filing the SALN through transmission, shall ensure that the SALN is in Portable Document Format (PDF).

An electronic SALN, for purposes of SALN compliance for the year 2020, shall be considered the original, and a printout thereof shall be considered a duplicate original.

Submission of electronic SALNs is deemed substantial compliance for the year 2020.

8.0 Steps on the Online Oath Taking of the SALN

- 1) The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via Communication Technology (e.g. WebEx, Zoom or Skype).
- 2) The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
- 3) The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer.
- 4) On the same day, the Declarant transmits a copy of the Original to the Administering Officer via fax or electronic means. A copy of a physical SALN refers to its scanned copy.

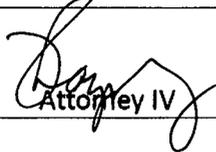
The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scan the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- 5) The Declarant then sends/delivers the Copy to the Administrative and General Services Section (AGSS) to comprise filing of the SALN, subject to 7.0 hereof.
- 6) The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list

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PROCEDURES MANUAL	PM – MIRDC	
MIRDC	Revision No.: 1	Page 4 of 10
Section :	Effectivity Date: July 1, 2020	
Subject : Review and Compliance Procedures of SALN		

of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting. The list shall be submitted to the AGSS within five (5) days from the last day of filing of the SALN for recording purposes.

9.0 Review Committee

The Executive Director shall designate and authorized the Review and Compliance Committee to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.

The Committee shall have one Chairperson and two members. The Executive Director shall designate the Chairperson of the Committee.

10.0 Transmittal of SALN to CSC

The FAD-AGSS shall:

- 1) Collate the SALNs submitted;
- 2) Prepare the Certification of Compliance and Summary List of SALNs electronically filed and physically filed.
- 3) Submit/Transmit the Collated SALNs to the proper repository agency either physically or electronically, and not a combination of both, on or before the 31st of October 2020.

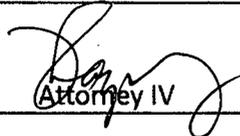
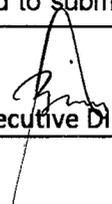
If submission is physical, all physical copies of the SALN filed and printed copies of the SALNs electronically transmitted shall be submitted.

If submission is electronic, all electronically transmitted copies of the SALN and scanned copies of physical SALNs filed shall be submitted either with the use of USB flash drive or disc storage with the CSCFO or CSCRO having jurisdiction with MIRDC. The CSCFO or CSCRO will then transmit the same to the CSC CO.

- 4) Transmit the Lists of Those Who Filed their SALNs with Complete Data, Those Who Filed their SALNs with Incomplete Data, and Those Who Did Not File Their SALNS to the Civil Service Commission.

11.0 Sanction for Failure to Comply/Issuance of a Show Cause Order

Failure to comply to correct or submit the SALN in accordance with the procedure and within the given period [30 days from receipt of order] pursuant to the directive in Section 3 of MC No. 3, s 2013 shall be a ground for disciplinary action. The Executive Director shall issue a show-cause order directing the official or employee concerned to submit their comment or

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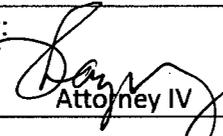
PROCEDURES MANUAL	PM – MIRDC	
MIRDC	Revision No.: 1	Page 5 of 10
Section :	Effectivity Date: July 1, 2020	
Subject : Review and Compliance Procedures of SALN		

counter-affidavit; and if so the evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), CSC Resolution No. 1701077 dated July 3, 2017. The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule X thereof, with the following penalties:

- First offense – suspension of one (1) month and one (1) day to six (6) months
- Second offense – Dismissal from the service

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 of MC No. 3, s 2013 or who submit their SALNs beyond the said period shall be considered as not having filed their SALNS, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Heads of agencies/offices who fail to comply with the provisions of CSC Resolution 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

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12.0 Procedure:

Flow	Person Responsible	Details
<pre> graph TD Start([Start]) --> Submit[Submit SALN to AGSS] Submit --> Endorsed[Endorsed submitted SALN to Review Committee] Endorsed --> Decision{All employees have filed SALN? in proper form? accurate? complete?} Decision -- No --> Prepare[Prepare list addressed to ED cc CSC] Decision -- Yes --> Return[Return to AGSS for consolidation] Prepare --> Issue[Immediately issue Order of Compliance to Filer w/in 5 days from receipt of the list] Return --> A((A)) Issue --> B((B)) </pre>	<p>Employees/ AGSS Personnel</p> <p>AGSS Personnel/Review Committee</p> <p>Review Committee</p> <p>Review Committee/ AGSS Personnel</p>	<p>FAD-AGSS shall consolidate all submitted SALN for review of the Review Committee</p> <p>A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).</p> <p>The list shall contain the names of those who filed the SALN with complete data, those who filed with incomplete data, and those who did not file their SALN and submitted to ED on or before May 15 of every year.</p>
	ED	<p>The Order shall require those who have incomplete data in their SALN to correct/ supply the desired information and those who did not file/submit their SALNs to comply, with a non-extendible period of 30 days from receipt of said Order.</p>

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