

MEMORANDUM ORDER NO. 18-3654
Series of 2018

Subject: Composition of Sworn Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service Review and Compliance Committee (RCC)

Pursuant to CSC MC No. 3 S. 2013 and CSC Resolution No. 1300455 dated 4 March 2013, providing the guidelines on the review of SALN and composition of SALN Review and Compliance Committee (RCC), the CO and the Regional Offices are hereby directed to establish their respective SALN RCC.

A. Composition

The DTI - CO SALN RCC shall be composed of the following HRAS staff:

Chair:	Chief Administrative Officer (CAO), Human Resource Management Division (HRMD)
Members:	Supervising Administrative Officer (SAO), HRMD 4 Administrative Officer V 4 Administrative Officer IV

The Bureau/Office HR partners shall assist HRMD, HRAS in ensuring that SALNs within their respective offices are properly and completely filled-out prior to transmitting to HRAS and to monitor the compliance on the timely submission of SALNs of employees in their respective offices.

The DTI - RO SALN RCC shall be composed of the following:

Chair:	CAO, Administrative, Financial and Management Division
Members:	Regional HR partner One (1) Technical Staff at least SG-18

The ROs shall submit the copy of the signed Office Order on the composition of RO SALN RCC not later November 15, 2018 to HRAS for eventual posting in DTI website in compliance to Transparency Seal posting requirements.

The Attached Agencies may adopt the above composition depending on the size of the organization.

B. Duties and Responsibilities

The CO and RO SALN RCC shall perform the following duties and responsibilities:

Process	Timelines
1. Issue, amend or supplement Memorandum/Office Orders issued on the composition of SALN RCC or guidelines, as the necessary.	As the need arises
2. Receive the prior year SALN of employees not later than February 15 th of succeeding year (i.e., 2018 SALN as of December 31, 2018 – deadline of submission to HRAS, CO or FAD, RO on 15 February 2019);	Every 15 th of February following the reference fiscal year (FY)

Process	Timelines
2. Receive the prior year SALN of employees not later than February 15 th of succeeding year (i.e., 2018 SALN as of December 31, 2018 – deadline of submission to HRAS, CO or FAD, RO on 15 February 2019);	Every 15 th of February following the reference fiscal year (FY)
3. Evaluate the SALN if it is in the proper form, timely submitted, all fields are completely filled-out and review the accuracy of the computed summation of net worth; The attached SALN Review Form shall be used to facilitate the review of individual SALN (Annex 'A').	Starting 16 th of February or as receipt of SALN, for review.
4. Prepare alphabetical list of SALN filers;	1 st week of April
5. Immediately return to the SALN filer and/or head of office concerned the reviewed SALNs with lacking/incorrect details and ensure that concerned SALN filers returns the complete and corrected SALN within a non-extendible 30 calendar day period or not later than 15 th of April following the reference FY whichever is earlier.	All reviewed, corrected and completed SALNs are ready for transmittal not later than 15 th of April
6. Submit the list and original copies to appropriate agencies (OP, CSC and Ombudsman) not later than the prescribed period or April 30 th , whichever is earlier.	Not later than the 30 th of April
7. Prepare report to the head of office with the list of officials and employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN, copy furnished CSC.	15 th of May every year
8. Institute the necessary disciplinary action on employees who failed to file SALN.	As necessary or after 30 th of June every year

For strict compliance.

Issued on 28th September 2018, Makati City, Philippines.


IRENEO V. VIZMONTE
 Undersecretary, MSC

Enclosed: Annex A – SALN Review Form