



Republic of the Philippines
Department of Agriculture

PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

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**REVIEW AND COMPLIANCE PROCEDURES IN THE FILING, REVIEW, AND SUBMISSION
OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

As of 31 December 2023

PURPOSE

To provide guidelines in the filing, review, and submission of the SALN of the officials and employees of the Philippine Fiber Industry Development Authority (PhilFIDA) pursuant to the following laws, rules, and regulations.

REFERENCES

- a. Section 17, Article XI of the 1987 Philippine Constitution
- b. Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- c. Republic Act 3019 (Anti-Graft and Corrupt Practices Act)
- d. Rule XIV (Discipline) of the Omnibus Rules Implementing Book V of Executive Order 292 and other pertinent Civil Service Commission rules and regulations.
- e. CSC Resolution No. 060231 dated 1 February 2006 (Review and Compliance Procedure in the Filing and Submission of the Statements of Assets, Liabilities, and Networth)
- f. CSC Resolution No. 1300173 dated January 24, 2013 (Use of SALN form) for the year 2012 onwards
- g. CSC Resolution No. 1500088 dated 23 January 2015 Amendment the CSC Resolution No. 1300173; Revised SALN Form

COVERAGE

These procedures shall apply to all PhilFIDA officials and employees in the Central Office and Regional Offices.

RESPONSIBILITIES

1. Officials and Employees shall submit their SALN to the HRMDS/Regional Admin Unit on the prescribed date indicated in the memorandum from the Office of the Agency Head.
2. HRMDS/Regional Admin Unit shall consolidate the submitted SALN for review and evaluation and prepare a preliminary report containing the list of employees in alphabetical order who
 - a. Filed SALN with complete data;
 - b. Filed SALN but with incomplete data; and
 - c. Did not file their SALNs for review and evaluation of the Review and Compliance Committee (RCC).
3. The Review and Compliance Committee shall be designated and authorized by the head of the agency to review the SALN and evaluate if the same has been submitted on time, complete, and in proper form.

4. The members of the RCC shall be responsible in the conduct of the joint review of the accomplished SALNs.
5. Upon receipt of the preliminary report from HRMDS, the RCC shall issue SALN Compliance Report and shall inform non-compliant declarants to correct/complete their SALN within 5 days of receipt of the memorandum.
6. The RCC shall prepare the following:
 - a. Summary List of Filers showing the Net Worth of each employee who filed their SALN.
 - b. Certification /List of Compliant and Non-compliant employees
 - c. Certification/List of employees Who Did Not File SALN
 - d. Certification of the Review and Compliance Committee stating that SALNs submitted/included in the Summary List of Filers were reviewed and found compliant.
7. Only those who have complied within the prescribed period shall be included in the list of those who complied with the filing of SALN.
8. HRMDS/Regional Admin Unit shall transmit the above-stated documents together with the original copies of the reviewed SALNs to their respective Repository Agency on or before the prescribed date of submission.
9. Perform such other related functions as may be necessary to ensure compliance with SALN requirements/submission.

ACTIVITY	OPR
Prepare and issues memorandum requiring the officials and employees to submit their SALN on or before the prescribed date	HRMDS/Office of the Agency Head
PhilFIDA officials and employees shall accomplish and submit their SALNs on or before the prescribed timeline	Officials and employees
Consolidate the submitted SALN of PhilFIDA officials and employees in the Central Office for review of the Review and Compliance Committee (RCC)	HRMDS
Consolidate the submitted SALN of PhilFIDA officials and employees in the Regional Offices for review of the Review and Compliance Committee (RCC) in the region	Regional Admin Officers/ Head of the Admin Units in the region
The RCC shall convene to review and evaluate the SALN	RCC (CO and Regional Offices)
Notify through a memorandum the concerned officials and employees with correction of their SALN, and those who did not file their SALN	RCC/HRMDS/Head of Admin Unit in the region

Prepares the necessary documents required by the Repository Agency	HRMDS/Regional Admin Units
Submit the original SALNs and other documents (soft copy and hard copy) to the Repository Agency	HRMDS/Regional Admin Units
Provide the Central Office with the proof of submission to the Regional Repository agency	Regional Admin Officers
Post the SALN submission compliance of the agency on the Transparency Seal	Planning & PICTU

GUIDE TO THE ACCOMPLISHMENT OF THE SALN

1. SALN may be handwritten, typed, or computerized. If done in handwritten, the handwriting must be legible.
2. The declarant is strictly required to fill out all applicable information in the SALN form. Otherwise, such items should be marked with 'N/A' or "not applicable".
3. Any correction/revision must bear the initials of the declarant.
4. The SALN must have no unnecessary markings.
5. Additional sheets may be used, if necessary, provided that each page shall contain the printed name and signature of the declarant, with proper pagination.
6. Each official/employee must file his/her SALN in three identical copies, originally signed by the declarant and co-declarant/spouse, and duly signed by the authorized Person Administering Oath.
7. For Joint Filing
 - The spouses may accomplish the form and reproduce the same to the number of copies required for both spouses. However, their signature must be original in all copies.

For Joint Filing/Separate Filing

If declarant spouses are both public officials/employees:

- In both cases, the spouses shall declare all their real and personal properties, including respective paraphernal and capital properties, if any, their liabilities, business interest, and financial connections.
- However, in cases of separate filing, paraphernal or capital properties shall not be included in the computation of the declarant's net worth.

If declarant spouse is not in the government service, or if the declarant is unmarried:

- For single officials/employees, "N/A" must be indicated for each of the space provided for the name, position, agency/office, and office address of the spouse.