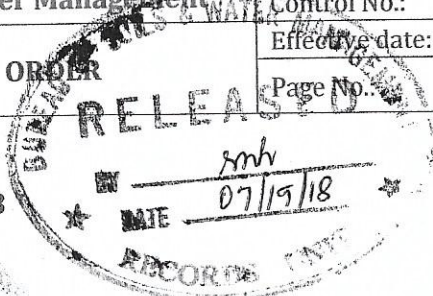
	<b>DEPARTMENT OF AGRICULTURE</b> <b>Bureau of Soils and Water Management</b>	Reference Code:	BSWM_DO_FR_0899_0
		Control No.:	2018-001
	<b>MEMORANDUM ORDER</b>	Effective date:	July 17, 2018
		Page No.:	1 of 3



**DATE :** July 16, 2018

**SUBJECT :** REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (SALN)

### I. Legal Bases

1. Rule VII, Public Disclosure of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
2. CSC Memorandum Circular No. 10, s. 2006
3. CSC Memorandum Circular No. 2, s. 2013
4. CSC Memorandum Circular No. 3, s. 2013
5. 2017 Revised Rules on Administrative Cases in the Civil Service (2017 RRACS)

### II. Filing of SALN

All BSWM officials and employees shall file their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALNs):

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said official or employee;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official or employee.

### III. Duties of the Personnel Section


Upon receipt of the SALN forms, the responsible officer in the Personnel Section shall evaluate the same to determine whether the official or employee has properly accomplished said form.

A SALN form 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).

For this purpose, the Administrative Officer I, from the Personnel Section shall be deemed the "responsible officer" herein referred to.

### IV. Timeline for Annual Filing of SALN

- |                 |  |
|-----------------|--|
| <b>March 15</b> | Issuance of memorandum by the Director, BSWM with attached SALN Form enjoining all officials and employees to file and submit their SALN on or before April 30 |
| <b>April 30</b> | Deadline for filing and submission of SALN of Officials (Director and  |

	<b>DEPARTMENT OF AGRICULTURE</b> <b>Bureau of Soils and Water Management</b>	Reference Code:	BSWM_DO_FR_0899_0
		Control No.:	2018-001
	<b>MEMORANDUM ORDER</b>	Effective date:	July 17, 2018
		Page No.:	2 of 3

Assistant Director) and employees to the Personnel Section

**May 1-15**

Review and evaluation by the Personnel Section of individual SALNs filed as to timeliness, completeness and propriety of form

**May 15**

Submission of List of Employees (Compliance/Non-Compliance/Incomplete SALN) by the Personnel Section to the BSWM Review and Compliance Committee (BSWM-RCC).

The Director shall issue a Compliance Order, upon recommendation of the BSWM RCC, within five (5) days from notification of such recommendation and receipt of the List.

The Compliance Order shall require:

- i. those who failed to submit their SALN and
- ii. those who have incomplete data therein,

to submit their SALN or to provide the lacking data, as appropriate.

The officials or employees, to whom the order is directed/ addressed, shall be given a non-extendable period of thirty (30) days from receipt of the order within which to comply.

**June 20**

Submission by the Personnel Section to the BSWM RCC of another list showing the names of persons who failed to comply within the 30-day period.


The RCC shall recommend to the Director the issuance of Show Cause Order, directing the official or employee concerned to submit a comment or counter affidavit regarding his/her failure to correct or submit his/her SALN.

If the evidence so warrants, the proper administrative proceedings shall be conducted pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACS), Civil Service Commission (CSC) Resolution No. 1101502 dated November 8, 2011.

Officials and employees who fail to comply within the 30-day period required under CSC Memorandum Circular No. 3, s. 2013, or who submit their SALN beyond the said period, shall be considered as not having filed their SALN and shall be made liable for the offense of Failure to File SALN, which is punishable under Rule X, Section 50 (D)(8) of the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACS).

The BSWM RCC shall determine whether or not the employee shall be held administratively liable and make the corresponding recommendation to the Director.



	<b>DEPARTMENT OF AGRICULTURE</b> <b>Bureau of Soils and Water Management</b>	Reference Code:	BSWM_DO_FR_0899_0
		Control No.:	2018-001
	<b>MEMORANDUM ORDER</b>	Effective date:	July 17, 2018
		Page No.:	3 of 3

Failure to file SALN is punishable by the following penalties:

1st Offense - Suspension of one (1) month and one (1) day to six (6) months

2nd Offense - Dismissal from the service

June 30

Deadline for officials/employees holding the positions of Director and below to submit their SALN to the CSC, in accordance with Rule VII, Section 5 of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees.

REPOSITORY AGENCY

The Chief, Personnel Section shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the Civil Service Commission.

The BSWM shall adopt the SALN Form and the Guidelines in filling out the same, as prescribed by the Civil Service Commission.

V. DUTIES OF THE BSWM REVIEW AND COMPLIANCE COMMITTEE (BSWM-RCC)

The BSWM RCC shall establish procedures for the review of statements to determine whether said statements have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

This Order shall take effect immediately and all concerned shall be guided accordingly.

  
ANGEL C. ENRIQUEZ, CESO III  
Director

\_\_\_\_\_  
Date