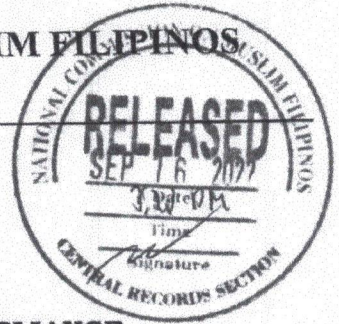




Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS



OFFICE ORDER

No.: EO 9 22 164

Series of 2022

SUBJECT : GUIDELINES FOR THE REVIEW AND COMPLIANCE COMMITTEE AND PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENTS AND FINANCIAL DISCLOSURES

DATE : March 14, 2022

WHEREAS, Section 17 of Article XI of the 1987 Philippine Constitution¹ and Section 8 and 10 of Republic Act No. 6713², also known as Code of Conduct and Ethical Standards for Public Officials and Employees, and its implementing guidelines require the public officials and employees to submit a declaration under oath of their Sworn Statement of Assets, Liabilities, and Net Worth (SALN);

WHEREAS, the Civil Service Resolution (CSC) No. 060231³ dated February 1, 2006, as amended by CSC Resolution No. 1300173 dated January 24, 2013 (CSC Memorandum Circular No. 2, s. 2013), and CSC Resolution No. 1500088 dated January 23, 2015, provides the guidelines for the filing, submission, and fix the appropriate repository agencies for the SALN of officials and employees, including the constitution of SALN Review and Compliance Committee (SALN-RCC);

NOW, THEREFORE, in view of the foregoing, the Commission, to ensure the effective and efficient handling of SALN from preparation, evaluation, and submission to appropriate repository agencies, including the administrative offenses for failure to submit the Statement and Financial Disclosure, hereby adopts and promulgates these internal policies and rules, to wit:

**SALN REVIEW AND COMPLIANCE COMMITTEE (SALN-RCC)
and its PROCEDURAL RULES**

Section 1. Filing and Submission.

- a) Officials and Employees Covered.** All NCMF officials and employees occupying Plantilla positions whether career or non-career service, shall file, under oath, their statements of assets, liabilities, and net worth (SALNs) in the prescribed form⁴ in accordance with these guidelines on the scheduled date to Human

¹ Article XI, 1987 Philippine Constitution

² Republic Act No. 6713

Resource Development Division for Central Office and to Regional HRMOs for Regional Offices in three (3) original copies.

b) When Filed. All officials and employees shall submit their SALNs in accordance with the following schedule:

Case	Statement as of	Deadline
Assumption of office	First day of service	Within thirty (30) days after assumption of office
Every year thereafter	End of the preceding year	On or before March 31
Separation from the service	Last day of service	Within thirty (30) days after separation from the service

c) Preparation of Statements. All NCMF officials and employees shall fill in all applicable information and/or make a true and detailed statement in their SALN forms, using the latest CSC-prescribed form. Those which are not applicable should be marked "N/ A" (Not Applicable).

Section 2. Evaluation.

a) Evaluation of Submitted SALNs. The SALN-Review and Compliance Committee (SALN-RCC) shall evaluate the SALNs and determine whether said statements have been properly accomplished.

A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer.

b) Preparation and Submission of List of Employees. The SALN-RCC shall prepare the list of employees, in alphabetical order, and submit the same to the Human Resource Development Division for Central Office and to Regional HRMOs for Regional Offices on or before **March 31** of every year:

- Those who filed their SALNs with complete data;
- Those who filed their SALNs but with incomplete data: and

Section 3. Issuance of Order to Comply. After a careful and thorough review, the SALN-RCC shall issue an Order requiring those who have incomplete data in their SALN to correct or supply the desired information and those who did not file or submit their SALNs to comply within a non-extendible period of ten (10) calendar days from receipt of said Order.

Assets and/or properties acquired, donated, or transferred in the name of the filer for a particular year, but not declared on the SALN for that year, as the same came to the knowledge of said person after having filed, corrected, and/or submitted the SALN, must be declared or reflected in the next or succeeding SALN of the filer.

Section 4. Submission of SALNs to Concerned Offices. The Review and Compliance Committee (SALN-RCC) shall transmit all original copies of the SALNs received on or before the **June 30** of every year as prescribed by the CSC, to the concerned offices, as specified below:

Filers	Repository Agencies⁵
Commission Chairman, Commissioners, and Executive Director	Office of the President
Officials and Employees of NCMF-Central Office	Civil Service Commission
Officials and Employees of Regional Offices	Deputy Ombudsman in their respective region (Luzon, Visayas or Mindanao)

For this purpose, the Review and Compliance Committee shall sign and ensure the execution of the requisite CSC-prescribed **Certification⁶** and **Summary List of Filers⁷** for transmission to said concerned agencies.

Section 5. SALN Review and Compliance Committee (SALN-RCC). In accordance with the CSC Resolution No. 1300455⁸ dated March 4, 2013, as amended, the SALN-RCC in NCMF-Central and Regional Offices shall be created with the following respective composition:

⁵ Section 5 of CSC Resolution No. 060231, as amended.

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The SALN-RCC in the NCMF-Central Office shall be as follows:

Chairperson : Director of Bureau of Legal Affairs (BLA);
Members : Director of Administrative Service (AS);
: Director of Planning Service (PS); and
Secretariat : Human Resource Development Division and
designated officers from BLA and PS.

The SALN-RCC in the NCMF-Regional Offices shall be as follows:

Chairperson : Regional Director;
Members : Chief of Administrative and Finance Division;
: Chief of Legal Division; and
Secretariat : HRMO III, HRMA, and Attorney from
Legal Division.

The SALN-RCC shall have the following duties and functions:

- a) Review the submitted SALNs to determine whether these are completely and properly accomplished;
- b) Submit the accomplished SALNs to the administering officer for the administration of Oath;
- c) Submit a report to the Office of the Secretary the list of officials and employees who failed to submit their SALN on time;
- d) Prescribed the deadline of submission, review, and filing of SALN consistent with deadlines prescribed by the CSC;
- e) Transmit all original copies of the properly accomplished SALNs to the concerned office on or before the due date, as prescribed by the CSC;
- f) Resolve issues and concerns pertaining to compliance with the submission and filing of SALNs;
- g) Conduct an orientation program for officials and employees towards the effective implementation of these Order; and
- h) Perform other functions as may be necessary to ensure full compliance with all SALN-related concerns.

Section 6. Administration of Oath.⁹ The following officers have general authority to administer oath for the SALNs in the NCMF:

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- a) The Director of the Bureau of Legal Affairs shall administer the oath for the SALNs of all officials from the Secretary, Commissioners, and Bureau/Service Directors, including the SALNs of their coterminous employees and/or non-career officials;
- b) The Bureau Directors and Service Directors are authorized to administer the oath for the SALNs of their respective employees with the positions of Division Chief and below;
- c) The Regional Director is authorized to administer the oath for the SALNs of their respective employees from Division Chief level and below; and
- d) The Officials and employees may have the option to administer the oath of their SALN through a Notary Public.

Section 5. Sanctions for Non-Compliance.

Failure to File SALN. NCMF officials and employees who fail to comply with the ten (10) day period required under Section 1 and 3 hereof, or who submit their SALNs beyond said period, shall be considered as not having filed their SALNs, and may be held liable for Failure to File SALN with the following penalties:

Offense	Penalties ¹⁰
Failure to File SALN (1st Offense)	Suspension for one (1) month and one (1) day to six (6) months
Failure to File SALN (2nd Offense)	Dismissal from the service

Section 6. Accessibility of Records. Accomplished SALNs shall be made available to the public subject to existing laws and pertinent issuances.

Section 7. Repealing and Separability Clause. All previous NCMF issuances inconsistent herewith are deemed modified, repealed, or superseded.

Any part or provision of this guideline that is rendered invalid, ineffective, or inconsistent with subsequent issuance/s provisions not