


Office of the President of the Philippines  
Office of the Presidential Adviser on the Peace Process

MEMORANDUM

FOR : ALL OPAPP OFFICIALS AND PERSONNEL

FROM :   
YESHTER DONN P. BACCAY  
Assistant Secretary, Finance and Administrative Services

DATE : 16 January 2018

SUBJECT : REITERATION OF THE REVIEW AND COMPLIANCE  
PROCEDURE IN THE SUBMISSION OF SALN FORM

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Rule VIII of the Rules Implementing Republic Act 6713, the Code of Conduct and Ethical Standards for Public Officials and Employeess, as amended by Memorandum Circular No. 10, s. 2006, of the Civil Service Commission prescribed the *Review and Compliance Procedure in the Filing and Submission of the Statements of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections*.

To ensure that proper filing and timely submission of the same is observed by the Agency, OPAPP established its Review and Compliance Procedure in the Submission of SALN Form of its officials and employees through Office Order No. 0014-A, s. 2013. Thus, pertinent provisions of the policy are hereby reiterated:

- "2. **Review and Compliance Committee.** *OPAPP Review and Compliance Committee for the Review of SALN shall be composed by the FAS Director as Chairperson, Chief Administrative Officer for HRMO, Chief Administrative Officer for Finance and Head of the Legal and Security as members.*
- "3. **Authority to Administer Oath.** *Person who can administer oath are: (a) Notary Public, (b) Director for Finance and Administrative Services, and (c) Chief Administrative Officer for HRMO.*
- "4. **Submission Deadline and Penalties.** *The CSC deadline for SALN submission is on 30 April every year. Please submit in three (3) copies and submit to the HRDO of your respective units not later than 15 March every year, to allow time for checking and verification. Within fifteen (15) days from receipt of all SALN forms or 15 days after March 15, the Review and Compliance Committee shall submit to the PAPP its findings and recommendation, it shall be the ministerial duty of the PAPP to issue an order requiring 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 within a non-extendible period of thirty (30) days from receipt of the said Order.*

*Failure of an official or employee to submit his/her SALN is punishable under Section 52 (B) (8), Rule IV of the Uniform Rules on Administrative Cases in the Civil Service, with the following penalties: 1st offense - Suspension for one (1) month and one (1) day to six (6) months; 2nd Offense - Dismissal from the service.*

*"6. **Certification and Signature.** Per CSC Resolution No. 1300174, s. 2013, identification of the relatives is only to the BEST OF THE DECLARANT'S KNOWLEDGE. It is also required that both spouses should sign, whether in the government or private sector. If signature cannot be acquired, an explanation should be attached.*

In addition thereto, OPAPP also adopts the following provisions of the CSC-MC No. 10, s. 2013:

**Duties of the Chief, HRMO.** Upon receiving the SALN Forms, the Chief for HRMO shall evaluate the same to 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. Items not applicable to the filter should be marked N/A (not applicable).

The Chief for HRMO shall submit a list of employees in alphabetical order, who: (a) filed their SALNs with complete data, (b) filed their SALNs but with incomplete data, and (c) did not file their SALNs, to the Head of Office.

**Ministerial Duty of the Head of Office to Issue Compliance Order.** Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring 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 within a non-extendible period of three (3) 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 were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

All OPAPP units are reminded to adhere with the foregoing.

**FOR GUIDANCE AND STRICT COMPLIANCE.**