



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

OFFICE ORDER

No. 0014A

Series of 2013

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

1. APPLICABLE LAW

For purposes of declaring one's assets, liabilities and net worth, the governing law shall be Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and by the Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 2006 as amended by CSC Resolution No. 1300174 dated January 24, 2013.

2. REVIEW AND COMPLIANCE COMMITTEE

For purposes of the submission of the SALN Form, the Review and Compliance Committee is created by OPAPP to ensure that proper filing and timely submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, is observed by the agency. (Office Order No. 0021, Series of 2012, dated 5 March 2012, Creation of OPAPP's 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 - HRMO, Chief Administrative Officer - Finance and Head - 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 - 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.

5. SALN FORM

The 2013 SALN excel template as well as other CSC official forms can be downloaded from the CSC's website: Please click: <http://excell.csc.gov.ph/cscweb/mc.html#mc2>

6. CERTIFICATION AND SIGNATURE

Per CSC Resolution No. 1300174 dated 24 January 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.

7. TRANSPARENCY AND ACCESS TO INFORMATION

OPAPP adopts and implements a policy of full public disclosure of all its transactions involving public interest. As such, SALN information can be released solely for the purpose of establishing ASSETS LIABILITIES AND NET WORTH and not to destroy the public image of any official or employee or to advance his own personal interest.

Any and all SALN filed in accordance with the preceding sections shall be made available for public inspection at reasonable hours;

1. Such statements shall be made available for public inspection at reasonable hours;
2. Any duly authorized person requesting a copy of a statement shall be required to pay a reasonable fee of Php 200.00 to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.
3. Any statement filed shall be available to the public, subject to the foregoing limitations, for a period of ten (10) years after receipt of the statement. The statement may be destroyed after such period unless needed in an ongoing investigation.

This Order shall take effect immediately and shall remain in force unless otherwise revoked.

Issued this 01 MAR 2013 2013 at Ortigas Center, Pasig City, Philippines.

for 
SECRETARY TERESITA QUINTOS-DELES
Presidential Adviser on the Peace Process