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JOSE RIZAL MEMORIAL STATE UNIVERSITY
REVIEW AND COMPLIANCE PROCEDURE IN THE FILING OF STATEMENT OF ASSETS, LIABILITIES AND
NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

1.Objectives

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Jose Rizal Memorial State University (JRMSU) officials and employees pursuant to existing laws and pertinent CSC issuances.

2.0 Functions of Review and Compliance Committee and Secretariat

2.1 The Review and Compliance Committee designated by the University President shall perform the following functions:

2.1.1 review the submitted SALN of JRMSU officials and employees and determine whether these were properly accomplished;

2.1.2 transmit all original copies of the following SALNs on or before June 30 of every year, as follows:

FILER	DISTRIBUTION LIST
University President	Office of the President JRMSU File Personal File CSC Field Office-Hard copy of the Summary List of Filers & Non-Filers
Other JRMSU Officials Employees	Office of the Ombudsman JRMSU File Personal File CSC Field Office-Hard copy of the Summary List of Filers & Non-Filers

2.1.3 resolve issues pertaining to compliance with the submission and filing of SALNs by all JRMSU officials and employees;

2.1.4 recommend the procedure to be adopted by the JRMSU in providing public access to the SALN of its officials and employees through consultation process and established best practices; and

2.1.5 perform such other functions as may be necessary to ensure compliance by JRMSU with all SALN related concerns.

2.2 The Secretariat shall assist the Review and Compliance Committee in the conduct of its functions. The delineation of functions of the Secretariat representatives shall be, but not limited to the following:

- **Legal** - recommend actions on issues with legal concerns relative to compliance on the filing of SALN

- **Human Resource Management Officer (HRMO)** – responsible for the receipt, review and transmittal of accomplished SALNs
- **Internal Control (IC)** – in charge of formulating draft guidelines for approval of the RCC and preparing the minutes of meetings

3.0 Issuance of Advisories

3.1 An advisory shall be issued not later than **February 1 of every year** to set the deadline/s for the annual submission of SALN of all JRMSU officials and employees as of December 31 of the previous year. The advisory shall remind and update all JRMSU officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

3.2 The RCC shall issue such other advisory as often as may be necessary.

4.0 Filing of SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond March 31 of every year to the HRMO.

In three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, (e.g. maternity, scholarship, sick, vacation, etc.) or on absence without leave (AWOL) during the compliance period.

5.0 Administration of Oath

5.1 The authorized official who shall be designated by the University President shall administer oath for the SALNs of officials and employees.

5.2 The date of oath in the SALN form shall be filled in by the administering officer.

5.3 The administration of oath for the SALN of JRMSU officials and employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

5.4 The administration of oath for the SALN of JRMSU officials and employees who availed scholarship outside the province of Zamboanga del Norte shall be administered by a Notary Public where they are located.

6.0 Review Process

6.1 Upon receipt of the accomplished SALN forms, the HRMO shall evaluate the same within seven (7) days to determine compliance with the following:

6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".

6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.

6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.

6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.

6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.

6.2 The HRMO shall submit to the RCC on or before April 15 of every year a Preliminary Report containing the 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. The report shall likewise indicate any findings as a result of the evaluation conducted by the HRMO.

6.3 The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Request (PCR) if and when necessary. In which case, the RCC shall issue the PCR within three (3) days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five (5) days from the receipt of the PCR.

6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the University President on or before May 7 of every year. Said report shall contain a list of JRMSU officials and employees in alphabetical order, who (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs. The report may be revised to reflect adjustments, if any. The Final Report as submitted to the University President shall be copy furnished the CSC on or before May 15 of every year.

6.5 Based on the recommendation of the RCC, the University President, within five (5) days from the receipt of the Final Report, shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.

6.6 If there is a written request for clarification on the Compliance Order, the same shall be endorsed to RCC through the HRMO within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the University President. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.

6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the University President and/or appropriate offices of the University. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the University President copy furnished the CSC.

6.8 Finally, the RCC shall recommend to the University President the issuance of a Show-Cause Order to the JRMSU officials and/or employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the University President the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the University President shall direct the matter to the Disciplining Committee for appropriate action.

7.0 Transmittal and Distribution

7.1 The HRMO shall transmit all original copies of the SALNs of JRMSU officials and employees on or before June 30 of every year, to the concerned offices as prescribed below:

Office of the President	Civil Service Commission	Office of the Ombudsman
<ul style="list-style-type: none">●Original Copy● Certification from the Review & Compliance Committee that SALNs have been reviewed, were submitted on time, are complete, and are in proper form	<ul style="list-style-type: none">●Hard copy of the Summary List of Filers and Non-Filers● Certification from the Review & Compliance Committee that SALNs have been reviewed, were submitted on time, are complete, and are in proper form	<ul style="list-style-type: none">●Original Copies● Electronic Copies●Certification of Head of Agency that the SALNs submitted electronically are faithful reproductions of the original copies● Certification from the Review & Compliance Committee that SALNs have been reviewed, were submitted on time, are complete, and are in proper form

A duplicate copy of said official transmittal with stamped "received" by the OP, CSC or OMB, as the case may be, shall be forwarded to the Heads of Offices/Deans/Associate Deans who shall acknowledge receipt thereof. It shall be the responsibility of the Heads of Offices/Deans/Associate Deans to inform the declarant's that the personal file of the SALN shall be claimed at the HRMO for proper recording. The HRMO shall maintain the 2nd copy of the SALN for the file of the employee.

8.0 Sanction for Failure to Comply

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No.1300174 dated 24 January 2013, or failure of concerned JRMSU officials and employees to comply with the provisions of the CSC Resolution No. 06-0231 dated 01 February 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No.3 dated 24 January 2013.

9.0 Resolution of Issues

To ensure standard and consistent interpretation of the SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all JRMSU officials and employees.

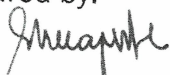
10.0 Accessibility of SALNs

Accomplished SALNs of the JRMSU officials and employees may be made available to the public subject to the rules and regulations as stipulated in the JRMSU Code in adherence to Executive Order No.2 s. 2016 (Freedom of Information and RA 10173 known as the "Data Privacy Act of 2012".

11.0 Procedure in Satellite Campuses

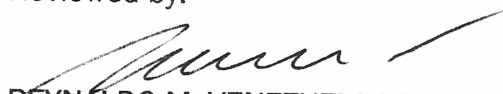
RCCs in the JRMSU satellite campuses shall establish their own internal review and compliance consistent with the guidelines and procedures established by JRMSU Main Campus. The Campus HRMO shall submit to the System HRMO, copies of all templates/reports duly signed by the Campus RCC and attested by the Campus Administrator.

Prepared by:



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University President

GUIDELINES IN THE FILLING OUT OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH FORM (SALN Revised 2013)

I. OBJECTIVES

- To enjoin all public officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;
- To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed.

II. SCOPE

All officials and employees of national and local governments, including state universities and colleges, and government-owned and controlled corporations (GOCC) and their subsidiaries, with or without original charter, shall be covered by these guidelines.

GOCC refers to any agency organized as a stock or nonstock corporation, vested with functions relating to public needs whether governmental or proprietary in nature, and owned by the Government of the Republic of the Philippines directly or through its instrumentalities either wholly or, where applicable as in the case of stock corporations, to the extent of at least a majority of its outstanding capital stock.

Those serving in honorary capacity, laborers and casual or temporary workers are exempted from filing the SALN. However, those holding career positions under temporary status are required to file their SALN.

III. RULES IN ACCOMPLISHING THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM

A. 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.

B. CONTENTS OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM

1. BASIC INFORMATION

- a. Spouses who are both public officers and employees shall have the option to file their SALN either jointly or separately.
- b. In case the declarant is single or married but whose spouse is not in the government service, he/she shall tick off the box marked as "Not Applicable."
- c. In case of joint filing, all real and personal properties shall be declared including their respective paraphernal and capital property, if there are any.
- d. The change of civil status of the declarant after December 31 of the preceding year shall not affect the nature of the properties declared.
- e. The declarant shall provide information on his/her address. However, whenever a third party requests for a copy of the SALN Form of the declarant, the agency has the option to shade the declarant's address for purposes of security.
- f. Declarant must provide the information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.

2. ASSETS, LIABILITIES AND NET WORTH

- a. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including a disclosure of business interests and financial connections of the declarant, his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.
- b. For purposes of convenience in the computation of net worth, where the declarant's spouse has capital or paraphernal properties or where the declarant's unmarried children below eighteen (18) years of age living in his/her household have their own properties, the declarant should declare the assets and liabilities of his/her spouse on a separate

sheet attached to the SALN Form, see sample attached. For purposes of such declaration, the provisions in these guidelines shall likewise apply.

- c. Assets include those within or outside the Philippines, whether real or personal, whether used in trade or business.
- d. Assets refer to declarant's real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.

REAL PROPERTIES

- e. Declaration of real properties shall include its description, kind, location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, *etc.* including improvements thereon.
- f. Real properties refer to properties which are immovable by nature. For purposes of SALN, the kind of real properties are classified according to their use, that is, residential, commercial, agricultural, industrial, or mixed use and the like.
- g. The declarant shall indicate a description of the real properties, whether it is a land only or land with building, a house and lot, condominium unit, or an improvement such as an extension or garage, and the like.
- h. Assessed value shall, for purposes of declaration in the SALN, refer to the amount indicated in the tax declaration of the real properties involved.
- i. Fair market value shall, for purposes of declaration in the SALN, refer to the amount indicated as market value in the tax declaration of the real properties concerned.
- j. Improvements refer to all works that are constructed or introduced to the land, or repairs or improvements made to the land or building after its initial acquisition.
- k. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached.

- l. Acquisition cost is the amount of money paid to acquire or own something. This shall also refer to the amount of expenses incurred for improvements introduced on a real property. For purposes of computing the declarant's net worth, the acquisition cost shall be made the basis thereof.
- m. The declarant shall indicate those real properties which are already titled or registered under his/her name, the name of his/her spouse or under the name of his/her unmarried children below 18 years of age and living in the declarant's household. However, real properties already covered by a deed of sale, inherited or subject of an extra-judicial settlement of estate but not yet titled under declarant's name shall also be disclosed.
- n. In the case of properties received gratuitously, e.g. donation or inheritance, no acquisition cost shall be declared. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.

PERSONAL PROPERTIES

- o. Declaration of personal properties shall include mode, year and cost of acquisition, or the value or amount of said personal properties.
- p. Personal properties refer to jewelry, appliances, furniture, motor vehicles and other tangible/movable properties. This shall also include investments or other assets, such as cash on hand or in bank, negotiable instruments, securities, stocks, bonds, and the like.
- q. Personal properties collectively acquired or are of minimal value may be declared generally or collectively. In which case, the declarant may write/indicate "various years" under the column for Year Acquired.
- r. Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of December 31 of the preceding calendar year.
- s. The amount of money/cash in bank to be declared should be the last balance as of December 31 of the preceding year.

- t. In case of properties which are co-owned with other individuals, the declarant shall disclose the proportionate amount of his share in the property.
- u. With regard to properties subject of a contract to sell, the amount already paid shall be declared as personal property.
- v. Properties which are subject of either a chattel or real estate mortgage shall be declared in the SALN Form. The acquisition cost to be declared shall be the actual purchase price, and the liability to be declared shall be the outstanding balance of the loan as of December 31 of the preceding year.

LIABILITIES

- w. Under liabilities, the nature of liability, name of creditors and the outstanding balance shall be indicated. The outstanding balance shall refer to the amount of money that is still due as of December 31 of the preceding calendar year.
- x. Liability refers to financial liability or anything that can result to a transfer or disposal of an asset. It includes not only those incurred by the declarant but also those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
- y. Nature of liability refers to the type of loan obtained from banks, financial institutions, GSIS, PAG-IBIG and others, such as personal, multi-purpose, salary, calamity loan and the like.
- z. Outstanding balance refers to the amount of money that one still owes on the loan as of December 31 of the preceding calendar year.

3. COMPUTATION OF NET WORTH

- a. Net worth is the sum of all assets (real and personal) less total liabilities.
- b. In the case of real properties, the acquisition cost shall be used in the computation of the net worth.
- c. In the case of personal properties, the acquisition cost or amount/value of money shall be used in the computation of the total net worth.

- d. Excluded from the computation of real and personal properties are the properties of unmarried children below 18 years of age living in the declarant's household.
- e. If the spouse of the declarant is not a public officer or employee, the latter's paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- f. Paraphernal property refers to the properties exclusively owned by the wife.
- g. Capital property refers to the properties exclusively owned by the husband.
- h. Community property refers to all the properties owned by the spouses at the time of the celebration of the marriage or acquired thereafter, subject to the exceptions provided for by law (Articles 91, Family Code of the Philippines). In the absence of any marriage settlement, the property relations of the spouses shall be governed by the rules on absolute community of property under the Family Code of the Philippines.

The following are excluded from the community property:

- (1) Property acquired during the marriage by gratuitous title by either spouse, and the fruits as well as the income thereof, if any, unless it is expressly provided by the donor, testator or grantor that they shall form part of the community property;
 - (2) Property for personal and exclusive use of either spouse. However, jewelry shall form part of the community property;
 - (3) Property acquired before the marriage by either spouse who has legitimate descendants by a former marriage, and the fruits as well as the income, if any, of such property. (Article 92, Family Code of the Philippines)
- i. Conjugal property refers to all properties acquired during the marriage, whether the acquisition appears to have been made, contracted or registered in the name of one or both spouses, unless proven to be excluded (Article 116, Family Code of the Philippines). This applies when the spouses agreed to be governed by the rules on

the conjugal partnership of gains under the Family Code of the Philippines.

The following are conjugal partnership properties:

- (1) Those acquired by onerous title during the marriage at the expense of the common fund, whether the acquisition be for the partnership, or for only one of the spouses;
- (2) Those obtained from the labor, industry, work or profession of either or both of the spouses;
- (3) The fruits, natural, industrial, or civil, due or received during the marriage from the common property, as well as the net fruits from the exclusive property of each spouse;
- (4) The share of either spouse in the hidden treasure which the law awards to the finder or owner of the property where the treasure is found;
- (5) Those acquired through occupation such as fishing or hunting;
- (6) Livestock existing upon the dissolution of the partnership in excess of the number of each kind brought to the marriage by either spouse; and
- (7) Those which are acquired by chance, such as winnings from gambling or betting. However, losses therefrom shall be borne exclusively by the loser-spouse. (Article 117, Family Code of the Philippines)

Prior to the enactment of the Family Code of the Philippines in 1987, when there is no marriage settlement between the spouses, their property relations are covered by the rules on conjugal partnership of gains.

- j. If the spouse of the declarant is a public officer or employee, but who chose to separately file his/her SALN, his/her paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- k. In case of joint filing, the total assets of the spouses shall include their respective paraphernal or capital properties.

- I. In case of joint filing, the declarant's total net worth and that of his/her spouse shall be the difference between the total assets (real and personal properties) less the total liabilities.

4. FINANCIAL CONNECTIONS AND BUSINESS INTERESTS

- a. The declarant, including that of his/her spouse and unmarried children below eighteen (18) years of age living in declarant's household, shall declare their existing interest or connection in any business enterprise or entity, aside from income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.
- b. In case there are no existing business interests and financial connections in any business enterprise or entity, the declarant shall tick off the appropriate box in the form.
- c. Business interests refer to declarant's existing interest in any business enterprise or entity, aside from his/her income from government, which shall also include those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
- d. Financial connections refer to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
- e. Nature of business interest and/or financial connection refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like.

5. RELATIVES IN THE GOVERNMENT

- a. The declarant shall disclose his/her relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity. The disclosure shall also state his/her relationship with the relative, the position of the relative as well as the name of office/agency and address.

- b. In case the declarant and his/her spouse jointly file their SALN, they shall indicate all their relatives within the fourth civil degree, either by consanguinity or affinity, and shall include the above-mentioned information.
- c. In case the declarant has no relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity, including *bilas*, *inso* and *balae*, the declarant shall tick off the appropriate box in the form.
- d. Affinity refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband.
- e. Consanguinity refers to the relationship by blood from the same stock or common ancestor.
- f. Relatives in the government refer to the declarant's relatives up to the 4th civil degree of relationship, either by consanguinity or affinity, including *bilas*, *inso* and *balae*.¹

Relatives in the first degree of consanguinity include the declarant's father, mother, son and daughter. Relatives in the first degree of affinity include the declarant's father-in-law and mother-in-law.

Relatives in the second degree of consanguinity include the declarant's brother, sister, grandmother, grandfather, grandson and granddaughter. Relatives in the second degree of affinity include the declarant's brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, granddaughter-in-law and grandson-in-law.

Relatives in the third degree of consanguinity include the declarant's nephew, niece, uncle and aunt. Relatives in the third degree of affinity include declarant's nephew-in-law, niece-in-law, uncle-in-law, auntie-in-law.

Relatives in the fourth degree of consanguinity include the declarant's first cousin.

- g. *Balae* refers to a parent of the declarant's son-in-law or daughter-in-law.

¹ Definition under RA No. 6713

- h. *Bilas* refers to a declarant's brother-in-law's wife or sister-in-law's husband.
- i. *Inso* refers to the appellation for the wife of an elder brother or male cousin.²

6. OTHER MATTERS

- a. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.
- b. In case of joint filing, the declarant and his/her spouse shall sign in the spaces provided for just below the certification.
- c. If the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN.
- d. In case of non-compliance with the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.
- e. The heads of agencies can delegate the authority to administer oath with regard to the SALN Form. The authority to administer oath must be in writing.
- f. Head of agency shall include the head of office and/or the head of regional offices of such agency/office.
- g. The declarant is strictly required to fill all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable."
- h. Filling up of the form may be handwritten, computerized or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he chose to fill up the form by handwriting.
- i. Additional sheets may be used, if necessary. The additional sheet shall indicate the name of the declarant, his/her position and agency

² www.bansa.org/dictionaries

name, the year covered by the SALN, and which shall be signed on each page.

- j. No unnecessary markings shall be made on the form.

7. REVIEW AND COMPLIANCE COMMITTEE

For purposes of the submission of the new SALN Form for the year 2012, the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections (CSC Memorandum Circular No. 10, s. 2006), as amended, shall be applied by the government agencies and offices.

8. SANCTION

1. Public Officials and Employees. Any of the following acts shall constitute a violation of Section 8 of R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense:

1. Failure of an official or employee to submit his/her SALN; and
2. Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN.

2. Head of Agency. Any head of agency who shall fail to comply with CSC Memorandum Circular No. 10, s. 2006, in relation to the Review and Compliance Procedure in the Filing and Submission of the SALN Form shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

9. REPEALING CLAUSE

All previous issuances pertaining to the SALN Form and its guidelines are hereby expressly repealed.

10. PUBLICATION/EFFECTIVITY

These Guidelines shall be prospective in application and shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.