



## PRODECURES IN THE FILING OF THE STATEMENT OF ASSETS, LIABILITIES, and NET WORTH (SALN)

In connection with the Memorandum Circular No. 2018-1 dated May 28, 2018 by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System established under Admin. Order 25, s. 2011 which sets the Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2018 under Executive No. 80, s. 2012 and Executive Order No. 201, s. 2016, and in compliance with CSC MC No. 10, s. 2006, as amended by CSC Resolution No. 1300445 dated March 4, 2013 and CSC MC No. 2, s. 2013 as amended by CSC MC No. 3, s. 2015 (Revised Statement of Assets Liabilities and Net Worth Form), the Land Registration Authority Review and Compliance Committee which was established under Administrative Order No. 2013-131 dated February 25, 2013 sets the following Guidelines in the review and compliance procedure in the filing of the Statement of Assets, Liabilities, and Net Worth (SALN), to wit:

- I. The Review and Compliance Committee is composed of the following:

Chairman:	Atty. Loreto I. Orense
Vice Chairman:	Atty. Rhandolfo B. Amansec
Members:	Ms. Rosemarie Ravanera
	Ms. Norilyn Tomas
	Mr. Jairus Cabusi
	Mr. Benedic Alambat
Secretariat:	All Personnel-in-Charge of all employees in the Central Office and Registries of Deeds
- II. The Committee shall be designated to receive and evaluate the SALN if the same has been submitted on time, complete and in proper form. Hence, it is required that SALNs shall be submitted on or before the 30<sup>th</sup> day of April every year to give ample time for evaluation.
- III. A list shall then be prepared in alphabetical order which shall be submitted to the Head of the Agency, copy furnished to the Office of the Civil Service Commission on or before the 15<sup>th</sup> day of May of every year. The list shall contain among others the following:
  1. Names of those who have filed their SALNs with complete data,
  2. Names of those with incomplete data, and
  3. Names of those who did not file their SALNs at all.
- IV. Upon receipt of the said list, the head of office or its duly authorized representative may issue an order to the Committee Chairman to require those who have incomplete data in their SALN to correct/supply the lacking information, and those who did not file their SALN to comply, within a non-extendible period of thirty (30) days from receipt of said order.
- V. An original copy of the SALNs shall also be submitted to the Office of the President and Deputy Ombudsman of the respective regions for regional branches/offices (Luzon, Visayas, and Mindanao) on or before the 30<sup>th</sup> day of June of every year.
- VI. The law requires that all public officials and employees file their SALN including those holding career positions on temporary status with exception to the following:

1. Those serving in honorary capacity (persons who are working in the government without service credit and without pay);
  2. Those with position title of labourer (persons whose work depends on mere physical power to perform ordinary manual labour, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties); and
  3. Those who are casual or temporary workers (persons hired to do work outside what is considered necessary for the usual operations of the employer's business).
- VII. Husband and wife, who were either both public officials and employees, may file their SALN jointly or separately.
- VIII. Aside from the annual submission, the SALN is also required to be filed within 30 days from the date of one's assumption of office, as well as within 30 days after separation from the service.
- IX. Failure to file a sworn SALN and disclosure of business interests and financial connections shall be a ground for administrative disciplinary action, without prejudice to criminal and civil liabilities as may be provided in the law. Under Section 46 (D) (8) of Rule X of the Revised Rules on Administrative Cases in the Civil Service, such failure shall be punishable with suspension of one month and one day to six (6) months for the first offense and dismissal from the service for the second offense.

  
**RENATO D. BERMEJO**  
Administrator