



## PROCEDURES IN THE FILING OF THE STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

In connection with the Memorandum Circular No. 2021-1, dated 03 June 2021 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System, established under Administrative Order No. 25, s. 2011, which sets the Guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 under Executive Order 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 04 March 2013 Re: Review and Compliance Procedures in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections of Public Officials and Employees, CSC MC No. 2, s. 2013 as amended by CSC MC No. 3, s. 2015 (Revised Statement of Assets Liabilities and Net Worth Form), and CSC MC No. 6, s. 2021 dated 24 May 2021 Re: Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances, the Land Registration Authority Review and Compliance Committee which was established under Administrative Order No. 75, s. 2023 dated 23 February 2023, 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. Tristan E. De Guzman  
Vice Chairman: Atty. Salvalente Thaddeus B. Elizalde  
Members: Mr. Jairus M. Cabusi  
Mr. Venus M. Villa  
Ms. Cecilia F. Miller  
  
Secretariat: Ms. Karen Pearl H. Ocampo  
Ms. Marinelle M. Fortuno

- 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 30th 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 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 didn't file their SALNs at all.



- IV. Upon receipt of the said list, the head of office or its duly authorized representative may issue and 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 the non-extendable 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 exceptions 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 laborer (persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in the services consisting mainly of work requiring mental skill or business capacity, 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 interest 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 (1) month and one (1) day to six (6) months for the first offense and dismissal from service for the second offense.

  
**GERARDO PANGA SIRIOS**  
Administrator 



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
(LAND REGISTRATION AUTHORITY)  
East Avenue cor. NIA Road, Diliman, Quezon City



27 September 2023

**ADMINISTRATIVE ORDER NO. 2023-392**

In the interest of service, the Review and Compliance Committee (RCC) is hereby amended to replace retired/transferred/separated from service personnel with new members as follows:

- Chairman : **Atty. Tristan E. De Guzman**  
Director, Administrative Service
- Vice-Chairperson : **Atty. Salvalente Thaddeus B. Elizalde**  
Acting Director, Legal Service
- Members : **Mr. Jairus M. Cabusi**  
Chief, Accounting Division
- Ms. Venus M. Villa**  
Acting Chief, Human Resource  
Development Division
- Ms. Cecilia F. Miller**  
Acting Chief, Budget Section
- Secretariat : **Ms. Karen Pearl H. Ocampo**  
Administrative Officer II, Human Resource  
Development Division
- Ms. Marinelle M. Fortuno**  
Training Specialist II, Human Resource  
Development Division

The committee shall ensure that the Statement of Assets, Liabilities and Net Worth (SALNs) are submitted on time, complete, and in proper form, pursuant to the existing Civil Service laws, rules, and regulation. Appropriate (disciplinary) administrative sanctions shall be imposed for non-compliance.

  
**GERARDO PANGA SIRIOS**  
Administrator 

