

OFFICE ORDER NO. 2021-024

18 May 2021

**SUBJECT : PROCEDURES FOR THE REVIEW OF STATEMENT OF ASSET
LIABILITIES AND NET WORTH (SALN) FORMS UNDER
EXCEPTIONAL CIRCUMSTANCES**

I. PURPOSE

This is being issued to establish procedures for the review of Statements of Assets, Liabilities and Net Worth (SALNs) under exceptional circumstances as required under paragraph 5 of Civil Service Commission (CSC) Resolution No. 2100339 promulgated April 12, 2021.

II. COVERAGE

These procedures shall apply when on or around the date of filing of the SALN, the whole or part of the Philippines is placed or declared under emergency status or under state of calamity by executive or local or national legislative issuance causing limited movement of its citizens due to danger to public health and public safety or preventing the normal way of life of citizens.

III. REVIEW AND COMPLIANCE COMMITTEE

The Review and Compliance Committee (RCC) last constituted prior to the happening of the exceptional circumstances defined above shall also act as the RCC under these guidelines.

The Committee shall undertake the following functions:

1. To monitor, evaluate and determine whether the Statements of Assets Liabilities and Net Worth (SALNs) of PhilGuarantee officers and employees have been submitted on time, are complete, and are in proper form;
2. Issue, as a ministerial duty, a Compliance Order requiring those with incomplete data to correct or supply the information and those who did not file to comply within a non-extendible period of three (3) days from receipt of said order.
3. Issue a Show Cause Order directing personnel who failed to correct/submit SALN within the given period despite receipt of the Compliance Order to submit a comment/counter-affidavit.

4. Conduct administrative proceedings against those who failed to file SALN, an offense with the following penalties:

First Offense	Suspension of one (1) month and one (1) day six (6) months
Second Offense	Dismissal from the service

5. To prepare a list of the following employees, in alphabetical order, to the President and Chief Executive Officer, copy furnished the Civil Service Commission, on or before the deadline:
- a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs.

The Human Resource and Organizational Development Department (HRODD) shall serve as secretariat to the RCC.

IV. PROCEDURE

1. Accomplishment of the SALN

- a. All fields in the SALN, revised as of January 2015, shall be filled completely. Items not applicable shall be marked "N/A".
- b. In case of joint filing, the declarant and spouse shall both sign the SALN. In case of non-compliance with the signature requirement, an explanation shall be attached.

2. Administration of Oath

- a. The Declarant shall sign his/her SALN under oath before the Administering Officer or notary public or through online oathtaking in accordance with CSC Resolution No. 2100339.
- b. Those availing of the online oathtaking before the PhilGuarantee-designated authorized person to administer oath shall furnish/email their SALN in PDF format to the HRODD. They shall be informed of the schedule of the online oathtaking via virtual meeting/videoconferencing (i.e. WebEx, Zoom or Skype).
- c. During the online oathtaking, the Declarant shall affix his/her digital or electronic signature (e-signature) to their SALN using Adobe Acrobat Reader DC or any other PDF reader that allows for the incorporation of e-signatures into files, or wet ink signature to the physical SALN, provided

that the execution or placing of signature is done within the sight of the Administering Officer.

The Declarant will be required to keep his/her video and audio turned on during the virtual meeting, which will be documented/ recorded. A screenshot while the Declarant is taking his oath shall be taken.

On the same day, the Declarant transmits a copy of the Original to the Administering Officer through electronic means.

The Administering Officer may use electronic signature or wet ink signature in acknowledging SALN and transmits the SALN back to the Declarant.

The Administering Officer shall record and submit a list of personnel who took their oath online, together with a certification that the names appearing on the list took their oath before him/her through virtual meeting. The deadline for submission by employees of their 2020 SALN to the HRODD Personnel shall be on 30 May 2021.

3. Filing and Submission of SALN to PhilGuarantee

- a. The Declarant shall file his/her duly executed SALN to HRODD on or before the deadline.

A **duly executed SALN** is a SALN that is personally signed under oath before the Administering Officer or notary public or that executed through online oath-taking in accordance with CSC Resolution No. 2100339.

A duly executed SALN may be paper-based or an **electronic SALN**. A paper-based SALN refers to a duly executed SALN filed by the declarant in paper and ink format while an electronic SALN refers to a duly executed SALN in pdf format filed via online transmission. An electronic SALN shall be considered the original and the printout thereof shall be considered a duplicate original.

- b. The date of the manual or online submission of a duly executed SALN shall be considered the date of the Declarant's filing of SALN with PhilGuarantee.

4. Submission of SALN to the CSC/Repository Agency

- a. Upon collation of the SALNs, the HRODD shall submit or transmit the SALNs to the CSC/ repository agency, either electronically or physically. Concerned agency shall exercise only one option in submitting the

SALNs, not a combination of both, in order to facilitate centralized recording and monitoring by repository agencies

- b. In case of **physical submission**, PhilGuarantee shall comply with the existing guidelines on the filing and submission of the SALN. SALNs for physical submission includes physical SALNs filed and printed copies of SALNs electronically transmitted.
- c. In case of **electronic submission**, PhilGuarantee shall submit or transmit the electronic SALNs to the proper repository agency either with the use of USB flash drive or disc storage together with the required summary as provided under the rules. SALNs under this filing include scanned copies of physical SALNs filed.

V. DATA PRIVACY

The RCC and HRODD shall adhere to the principles of transparency, legitimate purpose and proportionality in its collection and processing of personal data in accordance with Republic Act No. 10173 (Data Privacy Act of 2012).

VI. MODIFICATION

All Office Orders and Memoranda inconsistent with the foregoing are hereby revoked or modified accordingly.

VII. EFFECTIVITY

This Office Order takes effect immediately.



Digitally
Signed by:
Pascual,
Alberto E.

ALBERTO E. PASCUAL
President and CEO