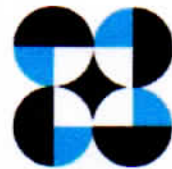




Republic of the Philippines
Department of Science and Technology
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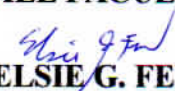
Pursuit of Truth +

Passion for Excellence +

Commitment to Service

Memorandum No. 08-_____
Series of 2018

TO : ALL FACULTY AND STAFF

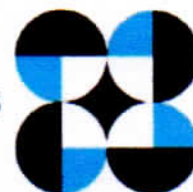
FROM :  **ELSIE G. FERRER**
Campus Director

SUBJECT : Review and Compliance Procedures in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC)

DATE : October 1, 2018

In compliance with the Inter Agency Task Force Memorandum Circular No. 2018-1 dated May 28, 2018, "Guidelines in the Grant of Performance-Based Bonus (PBB) for FY 2018 under E.O. No. 80 s. 2012 and E.O. No. 201 s. 2016", attached is the PSHS-BRC Review and Compliance Procedures in the filing and submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC).

For information and strict compliance.



REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONDITIONS

1.0 OBJECTIVE

To ensure the PSHS-Bicol Region Campus' compliance with the requirement to accomplish and file under oath their Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC), including those of their spouses and unmarried children under eighteen (18) years of age living in their households pursuant to Rule VII of Republic Act No. 6713, "Code of Conduct and Ethical Standards for Public Officials and Employees".

2.0 SCOPE

All PSHS-BRC public officials and employees occupying regular plantilla positions as well as those under temporary status, shall be covered by these guidelines.

Those serving in honorary capacity, laborers, and casual or temporary workers are exempted from filing the SALN.

3.0 POLICIES

Pursuant to Rule VII of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) dated February 20, 1989, officials and employees are required to accomplish and file under oath their Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC), including those of their spouses and unmarried children under eighteen (18) years of age living in their households.

Further, Rule VIII of the Act mandated the establishment of procedures for the review of SALN to determine if it has been properly accomplished, submitted on time, complete and in proper form. The said officials are also authorized to render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed.

4.0 PROCEDURES

<u>RESPONSIBILITY</u>	<u>ACTIVITY</u>
Campus Director	1. Constitutes a SALN Review and Compliance Committee in accordance with CSC Resolution No. 1300455 promulgated on March 4, 2013.

<p>All PSHS-BRC public officials and employees occupying regular plantilla positions as well as those under temporary status</p>	<p>2. Fill in applicable information and/ or make a true and detailed statement in their SALNs. Items not applicable to the filer should be marked N/A (not applicable).</p> <p>Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.</p> <p>3. File under oath three (3) original copies of their SALNs and DBIFC to the Supervising Administrative Officer within :</p> <ul style="list-style-type: none"> a. Thirty (30) working days after assumption to office, statements of which must be reckoned as of his/her first day of service; b. On or before April 30 of every year thereafter, statements of which must be reckoned as of December 31 of the preceding year; and c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of service. This will be the basis of the employee/official's clearance under Administrative Affairs.
<p>Campus Director, Supervising Administrative Officer or personnel authorized by the Head of Agency</p>	<p>4. Administer the oath required in the SALN Form.</p>
<p>HRM Officer</p>	<p>5. Forwards the submitted SALNs within three (3) working days after the set deadline to the SALN Review and Compliance Committee.</p>
<p>SALN Review and Compliance Committee</p>	<p>6. Within three (3) working days upon receipt of SALN and DBIFC forms, convene and evaluate the submitted forms to determine whether all the applicable information or details required are provided by the filer.</p> <p>Submit 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 to the Campus Director.</p>
<p>Campus Director</p>	<p>7. Within five (5) working days from receipt of the List from the SALN Review and Compliance</p>

	Committee, issues a Compliance Order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the Order.
Personnel who have incomplete data in their submitted SALN and DBIFC / personnel who did not submit SALN and DBIFC	8. Correct/ supply the desired information or file their SALNs within a non-extendible period of thirty (30) days from receipt of the Compliance Order.
HRM Officer	9. Submits an original copy of SALN, the Summary List of SALN Filers, List of Employees who did not file their SALN and Certification from the SALN Review and Compliance Committee on or before June 30 to the Deputy Ombudsman for Luzon. 10. Submits the Compliance Report (List of Employees who filed/ did not file their SALN) to the PSHS OED HRM Officer.
PSHS OED HRM Officer	11. Consolidates the submitted Compliance Reports and prepares the Certification of Compliance on SALN Submission/Filing.
PSHS System Executive Director	12. Signs the Certificate and approves its posting in the PSHS System website Transparency Seal.

5.0 LIST OF FORMS AND REPORTS

5.1 SALN Form (CSC Revised January 2015)

5.2 Summary List of Filers / Non-Filers

5.3 Certification from the Review and Compliance Committee

6.0 EFFECTIVITY

The SALN Review and Compliance Procedures shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by subsequent issuances.


ELSIE G. FERRER
 Campus Director