



**PHILIPPINE RICE RESEARCH INSTITUTE**  
**CENTRAL EXPERIMENT STATION**

MEMORANDUM NO.  
29 December 2017

To : ALL REGULAR EMPLOYEES

From :   
SAIFULA E. ABDULA  
Acting Executive Director

Subject : Procedures on the Review and Compliance in the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections

As required by law under Section 17 Article XI of the 1987 Constitution; Section 8 of Republic Act No. 6713, also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees"; Civil Service Commission (CSC) Memorandum Circular No. 10, series of 2006; CSC Resolution No. 1300455, dated 04 March 2013; and CSC Resolution No. 1300174, dated 13 January 2013, procedures on the review and compliance in the filing and submission of SALNs and disclosure of business interest and financial connections are hereby institutionalized, to wit:

I. Filing and Submission of SALN

a. All regular employees, whether appointive, permanent, or coterminous shall file their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office (HRMO), as follows:

- i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of assumption;
- ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of December 31 of the preceding year; or
- iii. Within thirty (30) days after separation from government service, statements of which must be reckoned as of the date of separation;

b. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (Not Applicable).

II. Duties of the Review and Compliance Committee

- a. The Review and Compliance Committee shall receive, through the HRMO, and evaluate SALNs if complete, in proper form, and if submitted on time;
- b. The Committee will ensure that the SALN has been administered under oath; and

*Rice-Secure Philippines*





**PHILIPPINE RICE RESEARCH INSTITUTE**  
**CENTRAL EXPERIMENT STATION**

c. Prepare a list of employees, in alphabetical order to be submitted to the head of agency and copy furnished the Civil Service Commission on or before May 15 of every year:

- i. Those who filed their SALNs with complete data;
- ii. Those who filed their SALNs but with incomplete data, and
- iii. Those who did not file their SALNs.

III. Ministerial Duty of the Executive Director to Issue Compliance Order  
Immediately upon receipt of the aforementioned lists and recommendation, it shall be the ministerial duty of the Executive Director to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendable period of three (3) days from receipt of said order.

IV. Sanction for Failure to Comply/Issuance of a Show-Cause Order  
Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section III hereof shall be a ground for disciplinary action. The Executive Director shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service and apply the following sanctions:

1st Offense : Suspension for one (1) month and one (1) day to six (6) months  
2nd Offense : Dismissal from the service

V. Transmittal of SALNs

The HRMO shall transmit all original copies of the SALNs received to the concerned offices/agencies on or before June 30 of every year.

This Memorandum shall take effect immediately and shall supersede all previous issuances inconsistent herewith.

For your strict compliance.

*Rice-Secure Philippines*