



Philippine Rice Research Institute

Central Experiment Station
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.



MEMORANDUM NO. 2023-035

26 January 2023

TO : ALL PERMANENT STAFF

FROM : JOHN C. DE LEON
Executive Director

Subject : Submission of 2022 Statements of Assets, Liabilities and Net Worth (SALN) and New Composition of DA-PhilRice SALN Review and Compliance Committee

In keeping up with our obligation as public servants mandated under the 1987 Constitution and under the Republic Act No. 6713 better known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", you are hereby enjoined to submit your properly accomplished SALN forms as of 31 December 2022 to the Human Resources Management Office (HRMO) until **March 15, 2023**. It should be printed in three (3) legible and clear copies using 8.5 x 13 paper size. For your reference, the editable copy of the SALN form and its Guidelines are attached herewith.

Furthermore, this is to remind you that Ms. Sophia T. Borja, OIC of the Office of the Deputy Executive Director for Administrative Services and Finance, is authorized to administer oath for SALN of employees.

SALN for CY 2022 shall be reviewed by the SALN Review and Compliance Committee in accordance with the new SALN rules. In view of this, the composition of the said committee as per Memo No. 2017-704, is hereby amended, as follows:

Chairperson : Sophia T. Borja, Legal Officer
Members : Hazel Jane M. Orge, Supervising Administrative Officer
Ma. Ethel P. Gibe, Supervising Administrative Officer
Elizabeth P. Molina, Administrative Officer V

The Committee shall perform the following:

1. Receive, through the Human Resource Management Office, and evaluate the SALN if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof; and
2. Prepare a list of the following employees, in alphabetical order, to be submitted to the Office of the Executive Director copy furnished the Civil Service Commission:



- 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.

Please note that failure to comply with the submission of 2022 SALN is punishable under Section 50-D.8, Rule X of the 2017 Revised Rules on Administrative Case in the Civil Service (RRACCS) with the following penalties:

1st Offense: Suspension of One (1) Month and One (1) day to Six (6) Months

2nd Offense: Dismissal from the Service

The HRMO shall transmit to the Office of the Deputy Ombudsman all original copies of the SALNs together with the lists of compliant and non-compliant personnel on or before April 30, 2023.

For your strict compliance.