



REPUBLIC OF THE PHILIPPINES  
**Department of Science and Technology**  
**Philippine Atmospheric, Geophysical and**  
**Astronomical Services Administration (PAGASA)**  
ScienceGarden, Agham Road, Diliman, Quezon City 1100

**MEMORANDUM**

**TO :** All PAGASA Officials and Employees

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

**DATE :** 25 September 2018

---

In compliance with IATF Memorandum Circular No. 2018-1 dated 28 May 2018 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under E.O. No. 80 S. 2012 and E.O. No. 201 S. 2016), the following are the guidelines on the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections.

**I. Legal Bases:**

1. 1987 Constitution of the Republic of the Philippines
2. Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees
3. CSC Memorandum Circular No. 10, series of 2006 on the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections
4. CSC Memorandum Circular No. 3 series of 2013 re: Amendment to the Review and Compliance Procedure in the Filing and Submission of SALN and Disclosure of Business Interests and Financial Connections
5. CSC Resolution No. 1300455, 04 March 2013 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)

**II. Purpose:**

To enjoin all PAGASA officials and employees to declare and submit an annual correct, detailed and sworn statement of their assets, liabilities

and net worth, including disclosure of business interests and financial conditions, and to declare to the best of their knowledge their relatives in the government service.

### **III. Coverage:**

These Guidelines shall cover all permanent employees (plantilla-based) of the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)

### **IV. Guidelines:**

The following guidelines shall be observed by all PAGASA officials and employees in the filing and submission of Statement of Assets, Liabilities and Net Worth (SALN):

#### **Section 1: Filing and Submission of SALN**

1. All PAGASA officials and employees shall file under oath their SALNs to the Human Resources Management and Development Section (HRMDS), to wit:
  - a. Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of service
  - b. On or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year; and
  - c. Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office
2. All PAGASA officials and employees are strictly required to fill-in applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (Not Applicable).

#### **Section 2: Persons Authorized to Review and Evaluate the submitted SALN**

There shall be a designated Review and Compliance Committee to evaluate the SALNs submitted thru the HRMDS, as to its timeliness, completeness and according to the prescribed form.



Duties of the Review and Compliance Committee:

1. Check if the SALN is submitted on time
2. Ensure that SALN submitted is in accordance with the prescribed form
3. Check the completeness of all entries of the submitted SALN
4. In case of non compliance, to any of the above, inform the concerned official/employee to rectify the error
5. Prepare a list of officials and employees on or before 15 May of every year:
  - Those who filed their SALNs with complete data
  - Those who filed their SALNs with incomplete data
  - Those who did not file their SALNs

**Section 3: Duty of the Administrator of PAGASA to Issue Compliance Order**

Within five (5) days from receipt of the aforementioned list and recommendations, it shall be the duty of the Administrator of PAGASA to issue a Compliance 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-extendible period of thirty (30) days from the receipt of the said Order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on their 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.

**Section 4: Sanctions for Failure to Comply/Issuance of a Show-Cause Order**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 of this Guidelines shall be a ground for disciplinary action.

The Administrator shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.



Penalties inherent to the failure to file SALN shall be:

1<sup>st</sup> Offense - Suspension for one (1) month and one (1) day  
To six (6) months

2<sup>nd</sup> Offense - Dismissal from the service

Officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs and shall be made liable for the offense of Failure to File SALN with the penalties of suspension for the first offense and dismissal from the service for the second offense.

**Section 5: Transmittal of all submitted SALNs to the Civil Service Commission (CSC) shall be on or before 30 June of every year.**

The HRMDS shall be responsible in transmitting the original copies of the SALNs to CSC on or before 30 June of every year.

Failure to perform the said duties shall hold them accountable for neglect of duty.

**V. Effectivity:**

This Memorandum Order shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by subsequent issuances.

For the information, guidance and compliance of all concerned.



**VICENTE B. MALANO, Ph.D.**  
Administrator

*"tracking the sky...helping the country!"*