



NATIONAL FOOD AUTHORITY

Administrative and General Services Department

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26 January 2023

MEMORANDUM

OA-2023- 01-002

TO ALL HEADS OF CENTRAL AND FIELD OFFICES

SUBJECT SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST & FINANCIAL CONNECTIONS ENDING 31 DECEMBER 2022

This is to remind all officials and employees on the mandatory submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosures of Business Interest and Financial Connections ending 31 December 2022 as required under Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).

In this regard, be guided by the following submission requirements and deadline:

1. Use the Revised SALN Form (**Annex A**) pursuant to CSC Resolution No. 1500088 promulgated on 23 January 2015. Said form is downloadable from the CSC website: <https://www.csc.gov.ph/downloads/forms>.
2. All Representatives for Administrative Matters (RAMs), Regional and Branch Administrative Officers (RAOs / BAOs) shall reproduce the revised SALN Form and distribute it to the employees in their respective offices.
3. **For Central Office employees**, the RAM should submit to the Human Resource Development and Services Division (HRDSD) **not later than 28 February 2023** the **duly accomplished and signed scanned copy of the SALN (in PDF format)**, and **two (2) original hard copies** of SALN of all employees in their Department / Office and soft copies/signed copies of **Annexes B to G**.

For brevity, the duly accomplished and signed scanned copy of the SALN shall be referred to as **e-SALN**.

4. **For Field Office employees**, the BAOs shall submit their **e-SALNs** to the RAO for consolidation, then, the latter shall submit to HRDSD **not later than 31 March 2023** their **Region's consolidated Annexes B to G**.
5. **e-SALNs** should be submitted thru the **Google Drive Application**, since the file submission via e-mail would exceed the 25MB prescribed limit. Offices with @nfa.gov.ph or @gmail.com email domain under Google should share / send their consolidated e-SALNs to redaclag.nfariu@gmail.com.

6. As required by Office of the Ombudsman under Memorandum Circular No. 2 dated 02 August 2017 the **e-SALN** must be in **PDF format** and **individually saved per declarant** using the file name as illustrated below:

Document	File Name
1. SALN of Dela Cruz, Juan A.	SALN of Dela Cruz, Juan A.

7. For the following required SALN Forms and attachments, refer to the data below for guidance:

	ANNEX	REPORT TITLE	WHOSE CONCERN	MANNER OF SUBMISSION
1	A	SALN Form revised as of January 2015	<ul style="list-style-type: none"> All Employees 	<ul style="list-style-type: none"> Refer to items 3 to 6
2	B	Summary List of Filers	<ul style="list-style-type: none"> RAM per Department 	<ul style="list-style-type: none"> Submit directly to AGSD-HRDSD
			<ul style="list-style-type: none"> BAO 	<ul style="list-style-type: none"> Submit to Regional Office
			<ul style="list-style-type: none"> SAO (Regional Consolidated Report) 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO
3	C	Employees who did not submit their SALN (if none, submit the Annex C with "NONE" as notation)	<ul style="list-style-type: none"> RAM per Department 	<ul style="list-style-type: none"> Submit directly to AGSD-HRDSD
			<ul style="list-style-type: none"> BAO 	<ul style="list-style-type: none"> Submit to Regional Office
			<ul style="list-style-type: none"> SAO (Regional Consolidated Report) 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO
4	D	Employees with Joint Filing of SALN (if none, submit the Annex D with "NONE" as notation)	<ul style="list-style-type: none"> RAM per Department 	<ul style="list-style-type: none"> Submit directly to AGSD-HRDSD
			<ul style="list-style-type: none"> BAO 	<ul style="list-style-type: none"> Submit to Regional Office
			<ul style="list-style-type: none"> SAO (Regional Consolidated Report) 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO
5	E	Certificate of Compliance for GCG	<ul style="list-style-type: none"> Consolidated report to be signed by Regional Manager and RAO 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO

6	F	Certification by the Review and Compliance Committee	<ul style="list-style-type: none"> Central and Field Office's Review and Compliance Committee Chairperson and Members (refer to attached Special Order No. AO-2021-03-007) 	<ul style="list-style-type: none"> The Central Office Review and Compliance Committee shall prepare the required Annex F. For the Field Office, to be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO
7	G	Employees who are Separated from the Service (Indicate the cause and date of separation)	<ul style="list-style-type: none"> RAM per Department 	<ul style="list-style-type: none"> Submit directly to AGSD-HRDSD
			<ul style="list-style-type: none"> BAO 	<ul style="list-style-type: none"> Submit to Regional Office
			<ul style="list-style-type: none"> SAO (Regional Consolidated Report) 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO
8	PDF	PDF File format	<ul style="list-style-type: none"> RAM per Department 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the RAM
			<ul style="list-style-type: none"> BAO 	<ul style="list-style-type: none"> Submit to Regional Office
			<ul style="list-style-type: none"> RAO (Regional consolidated report) 	<ul style="list-style-type: none"> To be sent or shared via Google Drive to redaclag.nfariu@gmail.com by the SAO

8. Before submission to AGSD-HRDSD, the RAM, SAO, and BAO shall ensure that the employees' SALN are **properly accomplished** especially on the common areas of deficiencies of the SALN form:

- a) The filling-up of all applicable information in the SALN form. Otherwise, such items should be marked with "N/A or not applicable";
- b) A check mark on the box provided for "Joint filing / Separated filing or Not Applicable", if the spouse is not a government employee;
- c) The signature of the declarant's spouse even if he or she is not a public officer or employee;
- d) The attachment of a written explanation in a separate sheet, in case of non-compliance with the signature of the spouse; and
- e) Exact address of real properties, not properly declared.

For guidance, please refer to the attached CSC's Frequently Asked Questions on the Statement of Assets, Liabilities, and Net Worth (SALN).

9. All Regional and Branch Offices shall furnish AGSD-HRDSD with a **certified photocopy of proof of receipt of submission of their original (hard) copies of the SALN, together to their designated SALN repository agencies.**

10. In relation to the NFA's compliance to the reportorial requirement of the Good Governance Commission (GCG), the SAO shall accomplish **Annex E** (Certificate of Compliance) to be submitted to AGSD-HRDS not later than **31 March 2023**. In accomplishing Annex E, be guided by the following:

- a) **Column B** – total number of employees shall refer to those employees (of the Department / Region and Provincial Offices within the Region) who were **still in the service as of 31 December 2022**.
- b) **Column C** – should include the following:
 - i. Employees – joint filers of SALN with their spouses, but should be individually accounted for; and
 - ii. Employees who are on prolonged leave of absence or on study leave / scholarship grant are still required to submit the SALN.
- c) Employees who have been separated from the service, due to retirement, resignation, and transfer any date prior to 31 December 2022, **shall not be included in the inventory of employees under Column B**, and therefore should not cause the office's failure to attain 100% compliance.

However, it should be noted that separated employees are still required to file their SALN within thirty (30) days after their separation from the service pursuant to Section 8 of RA 6713, and as required in the processing of clearance and the payment of Terminal Leave Benefits (TLB).

- d) Employees on absence without official leave or on authorized leave of absence shall likewise be required to submit SALN to their respective departments / offices within the deadline. Otherwise, they shall be issued a Show Cause Order. Such information / remarks shall be indicated in the lower portion of Annex E.

Failure of any official or employee to comply with submission of the SALN within the prescribed period shall be penalized in accordance to **Section 4 of CSC Memorandum Circular No. 3, s. 2013** on the "Sanction for Failure to Comply / Issuance of a Show Cause Order," which state:

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, hereof, shall be a ground for disciplinary action. The Head of Office 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 the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D)(8) Rule X thereof, with the following penalties:

First Offense - Suspension of one (1) month and one (1) day to six (6) months

Second Offense - Dismissal from the service

Public 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 a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Pursuant to CSC Resolution No. 1300173 dated 24 January 2013 on the use of the SALN Form and the Guidelines in the Filling-Out of SALN Form, the heads of agencies are given authority to delegate the power to administer the oath for the SALN Form. Thus, in order to facilitate the timely filing and submission of SALNs, the following officials are hereby authorized to administer the oath to declarant in their respective SALNs:

	NFA OFFICIALS AND EMPLOYEES / SALN DECLARANTS	SIGNATORY / PERSON ADMINISTERING OATH
1	Deputy Administrator, Assistant Administrators, Regional Managers and Department Managers	Head of Agency or Head of AGSD
2	Branch Managers	Concerned Regional Manager or Head of AGSD
3	Field Office employees (from Assistant Branch Managers and below)	Concerned Branch Manager and Regional Manager, or Head of AGSD
4	Central Office employees (Division Chiefs and below)	Concerned Head of Office, or Head of AGSD

For strict compliance.


RODERICO R. BIOCO
 Administrator