

NATIONAL FOOD AUTHORITY

Quezon City

February 21, 2018

Memo No. - *AO-2018-03-003*

T O : ALL HEADS OF CENTRAL AND FIELD OFFICES

**S U B J E C T : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND
NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS
& FINANCIAL CONNECTIONS ENDING DECEMBER 31, 2017**

May we 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 December 31, 2017 as required under Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). The SALN should be submitted to the Civil Service Commission (CSC) and Office of the Ombudsman, Central office through **HRMD**, for central office employees and to the Office of the Deputy Ombudsman within their respective area or sectoral office for field office employees.

In this regard, please be guided by the following:

1. Use the **SALN Form, Revised as of January 2015 (Annex A)** pursuant to CSC Resolution No. 1500088 and was promulgated on January 23, 2015. Said form is downloadable from the CSC website: csc.gov.ph.
2. All Representatives for Administrative Matters (RAM), Regional and Provincial Administrative Officers (RAO/PAO) shall reproduce the **revised SALN form** and **distribute it to the employees** in their respective departments/office.
3. The RAM/RAO/PAO should submit to HRMD **not later than March 31, 2018** the soft copy of scanned e-SALN and hard copies of SALN of all employees in their Department/Office in **four (4) copies for Central Office employees and one (1) copy for Field office employees** for 201 File.
4. As required by Office of the Ombudsman under Memorandum Circular No. 2 dated August 2, 2017 the electronic Statement of Assets must be in **PDF format** and individually saved per declarant in compact discs (CD) or Universal Serial Bus (USB) Flash drive using the file name as illustrated below:

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

5. For the following required SALN attachments, please refer to the data below for guidance:

	ANNEX	REPORT TITLE	WHOSE CONCERN	MANNER OF SUBMISSION
1	B	Summary List of Filers	- RAM per Department - PAO	- submit directly to HRMD - submit to Regional Office
			- RAO (Reg. consolidated report)	- for postal mail and e-mail to nfa.saln@yahoo.com by RAO/PAO
2	C	Employees who did not submit their SALN	- RAM per Dept. - PAO	- submit directly to HRMD - submit to Regional Office
			- RAO (Reg. consolidated report)	- for postal mail and e-mail to nfa.saln@yahoo.com by RAO/PAO
3	D	Employees with Joint Filing of SALN	- RAM per Dept. - PAO	- submit directly to HRMD - submit to Regional Office
			- RAO (Reg. consolidated report)	- for postal mail and e-mail to nfa.saln@yahoo.com by RAO/PAO
4	E	Certificate of Compliance for GCG	- Consolidated report to be signed by RM and RAO	- for postal mail and e-mail to nfa.saln@yahoo.com by RAO
5	F	Certification	CO and FO Review and Compliance Committee Chairperson and Members (pls. see attached S.O. No. AO-2K15-06-024)	- submit directly to HRMD for CO - for postal mail e-mail to nfa.saln@yahoo.com by RAO
6	G	SALN submission of employees who are separated from the service for the year 2017.	- RAM per Dept. - PAO	- submit directly to HRMD - submit to Regional Office
			- RAO (Reg. consolidated report)	- for postal mail and e-mail to nfa.saln@yahoo.com by RAO/PAO
7	PDF	PDF File format	- RAM per Dept. - PAO	- submit directly to HRMD thru USB flashdrive or CD - submit to Regional Office
			- RAO (Reg. consolidated report)	- submit to Deputy Ombudsman and HRMD

6. For your easy reference, the ready Summary List of employees for each region (as consolidated) which includes the name of employees who were still in the service as of December 31, 2017, and separated from the service for the year 2017 has been extracted from our HURIS database and sent to your respective regions' official e-mail account. **Please submit to HRMD the necessary supporting documents such as S.O. to serve as HRMD's basis for its database adjustment/updating for employees whose place of assignment is different with our HURIS listing.**
7. Before submission to HRMD, the RAM, RAO and PAO shall ensure that the employees' SALN are **properly accomplished** especially on the following identified 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; and
 - D) The attachment of a written explanation in a separate sheet, in case of non-compliance with the signature of the spouse.
8. The Department Managers (for C.O.) / Regional Managers (for R.O.) and the Provincial Managers (for P.O.) shall be authorized to administer the Oath with regard to the SALN.
9. CO-HRMD shall be furnished by all Regional and Provincial Offices with a **certified photocopy of proof or receipt of submission of their original (hard) copies of the SALN together with the e-SALN to the Office of the Ombudsman.**
10. In relation to NFA's compliance to the reportorial requirement of the Good Governance Commission (GCG), the RAM/RAO shall accomplish **Annex E** (Certificate of compliance) to be submitted to HRMD not later than **May 15, 2018**. In accomplishing Annex E, please be guided by the following:
- A) **Column B** – total no. 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 December 31, 2017**;
 - B) **Column C** – should include the following:
 - B.1) Employees – joint filers of SALN with their spouses, but should be individually accounted for; and
 - B.2) Employees who are on prolonged leave of absence, on study/scholarship grant are therefore still required to submit SALN.
 - C) Employees who has been separated from the service, due to retirement, resignation and transfer any date prior to December 31, 2017, 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. **They shall, however, be required to file SALN within thirty (30) days after their separation from the service pursuant to Section 8 of RA 6713.** Further, the SALN is one of the documents required for **Clearance** and the payment of employee's claim for Terminal Leave Benefit (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 on set deadline. Otherwise, they shall be issued a Show-Cause Order. Such information (remarks) shall be indicated in the lower portion of Annex E.
11. **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 Uniform 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 10 thereof, with the following penalties:

- First Offense - Suspension of one (1) month and one (1) day to six months;
- Second Offense - Dismissal from the service

For strict compliance.

LT. COL. JASON L.Y. AQUINO (Ret) PA

Administrator





NATIONAL FOOD AUTHORITY

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Website: <http://www.nfa.gov.ph>

18 June 2015

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SPECIAL ORDER
AO-2K15-06- 024

In the interest of the service and effective immediately, a **Review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Networth (SALN)** is hereby created to be composed of the following:

For Central Office Departments/Offices:

- Chairperson** - HRM Department Manager
- Members** - HRMO V/Division Chief, MSBD - HRMD
Division Chief III, Investigation Services
Division, SSID

For NFA Regional/Provincial Offices:

- Chairperson** - Regional/Provincial Manager
- Members** - Regional/Provincial Administrative Officer
Supvg. Enforcement & Investigation Officer (RO)/
Sr. Enforcement & Investigation Officer (PO)

The Committee shall have the following functions:

1. Ensures 100% compliance of NFA employees in the submission of Statement of Assets, Liabilities and Networth (SALN) for the period ending December of the preceding year.
2. Prepares a list of the following employees, in alphabetical order, to the head of agency, for submission to the Civil Service Commission (CO)/Regional/Provincial Office of the Ombudsman:
 - 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.

They shall continue to serve with the highest degree of responsibility, integrity and efficiency and shall remain accountable to the people in accordance with the doctrine that "A Public Office is a Public Trust".

Renan B. Dalisay
RENAN B. DALISAY
Administrator

PLEASE DISSEMINATE
TO YOUR RESPECTIVE
PROVINCIAL OFFICES

GSD COMMUNICATIONS DIV.
RECEIVED
JUL 01 2015
BY: *[Signature]*

HRMO - HRMD - RECORDS SECTION
JUL 0 2015
[Signature]