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**MEMORANDUM FROM THE SECRETARY**

**TO :** ALL OFFICIALS AND EMPLOYEES  
DENR Central Office, Regional Offices, Bureaus and  
Attached Agencies

**SUBJECT :** REVIEW AND COMPLIANCE PROCEDURE ON THE  
FILING OF STATEMENTS OF ASSETS, LIABILITIES  
AND NETWORTH (SALN)

**DATE :** 0 8 SEP 2013

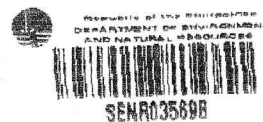
Pursuant to Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", taken together with the 1987 Constitution and based on Civil Service Commission Memorandum Circular No. 2, Series of 2013, as promulgated in CSC Resolution No. 1300173 dated 24 January 2013, adopting the revised SALN for year 2012 and onwards, the following procedure for the review and compliance of the SALN is hereby adopted by the DENR Review and Compliance Committee:

1. A memorandum-advisory shall be issued not later than the third week of January to all DENR officials and employees setting the last working day of February as the deadline for filing of duly accomplished SALN forms.
2. The Personnel Division/Section shall stamp "Received" in all the copies of the SALN and indicate the date and time of receipt of the same.
3. A Focal Person shall be designated through an office order in every regional/field office of the Department who shall be responsible for the review/checking of the SALN of all employees in the office/unit to ensure the completeness, use of proper form and timeliness of submission. They shall attend an orientation program to be conducted by the CSC.
4. The Director of the Administrative Service shall subscribe/administer the filed SALN of the officials and employees in the DENR Central Office. The SALNs of employees in the regional offices, bureaus and attached agencies shall be administered/subscribed by the respective Chief, Administrative Division of said offices. Those of the PENROs/CENROs shall be subscribed/administered by the Administrative Officer of the PENR Office.

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5. The SALN of the Secretary, Undersecretaries and Assistant Secretaries shall be submitted to the Office of the President. SALN of Directors shall be submitted to the Office of the Ombudsman while SALN of rank-and-file employees who are holding plantilla positions at the DENR-Proper, Bureaus and Attached Agencies, shall be submitted to the CSC Central Office. However, SALN of employees holding plantilla positions in the regions shall be submitted to the Office of the Regional Ombudsman. All SALNs shall be submitted to aforementioned offices not later than April 30.
6. The Personnel Division/Section shall prepare the following lists for submission to the Office of the President, Office of the Ombudsman and Civil Service Commission: **(a)** employees who filed their SALNs with complete data; **(b)** employees who filed their SALNs but with incomplete data; and, **(c)** officials/employees who did not file their SALNs.
7. The Personnel Division/Section shall submit these lists to the: (a) Office of the President; (b) Civil Service Commission; and (c) Office of the Regional Ombudsman furnishing the Review and Compliance Committee the lists of the officials and employees who have filed incomplete data in their SALNs and those who have not filed their SALN on or before the deadline.
8. The Review and Compliance Committee shall prepare the Compliance Order, to be signed by the Secretary or his duly authorized official, which will be issued to the officials and employees who failed to file their SALN, or submit incomplete data on the SALN directing them to comply within a non-extendible period of thirty (30) days from receipt of said Order.
9. Failure of an official or employee to correct or fill the complete data in his/her SALN, or to file his/her SALN within the thirty (30) day period shall be a ground for disciplinary action. The Review and Compliance Committee shall immediately transmit the matter to the Personnel Investigation Division, Legal Service, for the drafting of the Show-Cause Memorandum requiring the concerned official or employee to submit his/her comment or counter-affidavit.
10. After submission of the comment or counter-affidavit by the concerned official or employee, the case will be evaluated. If there is *prima facie* evidence, a formal charge for failure to file SALN shall be issued to the concerned official or employee. Thereafter, the administrative proceedings shall proceed in accordance with the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated 08 November 2011.

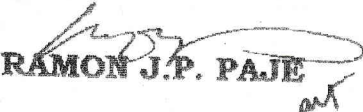


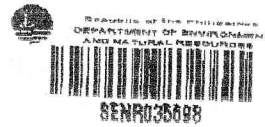
11. The offense of failure to file SALN is punishable under Section 46 (D) (8) of Rule X of the RRACCS with the following penalties:

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

**Second Offense** - **Dismissal from the service**

For your information and compliance.

  
**RAMON J.P. PAJE**



*SALN - RCProcedure*