



24 August 2018

SEI Administrative Order No. 2018.002
Series of 2018

SUBJECT: Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections

I. LEGAL BASES

- Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;
- Civil Service Commission (CSC) Memorandum Circular (MC) No. 10 series of 2006 on the “Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections”;
- CSC MC No. 3 series of 2013 on the “Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections (CSC MC No. 10 dated 17 April 2006)”;
- CSC Resolution No. 06231 dated 01 February 2006 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections”;
- CSC Resolution No. 1300455 promulgated on 04 March 2013 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)”

II. PURPOSE

This Administrative Order sets forth the policies, guidelines and procedures on the filing of Statement of Assets, Liabilities and Networth (SALN) by the SEI employees.

III. COVERAGE

This Order shall cover all SEI officials and employees who are:

1. Newly appointed;
2. Regular;
3. Under temporary appointment; and
4. Retired/Resigned/Separated

IV. GUIDELINES

A. FILING AND SUBMISSION OF SALN

1. All SEI officials and employees shall file under oath their Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households, to wit:
 - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
2. All officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

B. REVIEW AND COMPLIANCE COMMITTEE

The Agency shall have a Review and Compliance Committee which shall be composed of one (1) Chairperson and two (2) members. The committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to be submitted to the head of agency, copy furnished the Civil Service Commission, on or before 15 May of every year:

1. Those who filed their SALNs with complete data;
2. Those who filed their SALNs but with incomplete data; and
3. Those who did not file their SALNs.

C. MINISTERIAL DUTY OF THE HEAD OF THE AGENCY TO ISSUE COMPLIANCE ORDER

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Agency to issue an order requiring those who have incomplete data in their SALN to correctly/supply the desired information and those who did not file/submit their SALNs to comply within a non-extensible period of thirty (30) days from receipt of the said Order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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.

D. 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 IV-C hereof shall be a ground for disciplinary action. The Head of Agency 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 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

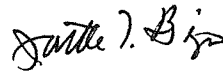
1st offense – Suspension for one (1) month and one (1) day to six (6) months;

2nd offense – Dismissal from the service

Officials and employees who fail to comply within the thirty (30) day period under Section IV-C 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.

V. EFFECTIVITY

This Administrative Order shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.



JOSETTE T. BIYO
Director IV