



26 June 2020

SEI Administrative Order No. 2020,005
 Series of 2020

SUBJECT: Interim Guidelines on the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

I. LEGAL BASES

- Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;
- CSC MC No. 13, s. 2020 on Filing and Submission of the Revised Statements of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

II. PURPOSE

This Administrative Order sets forth the policies, guidelines and procedures on the filing of Statement of Assets, Liabilities and Net Worth (SALN) by the SEI employees during the state of public health emergency cause by the Corona Virus Disease (COVID-19) pandemic.

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

Due to the COVID-19 pandemic, the SEI resolves to adopt the CSC MC No. 13, s. 2020 on the Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020.

1. The online oath taking of the SALN shall be allowed subject to the following steps:

- a. The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case

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may be, via Communication Technology such as Microsoft Teams. This will allow the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.

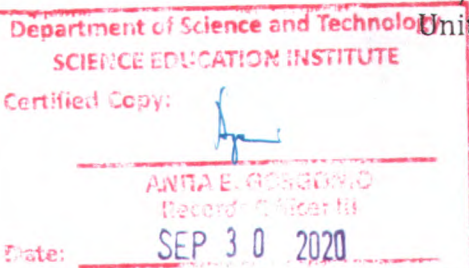
- b. The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
- c. The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer. The Original shall refer to the electronic SALN or physical SALN, as the case may be.
- d. On the same day, the Declarant transmits a copy of the Original to the Administering Officer via fax or electronic means. A copy of a physical SALN refers to its scanned or printed copy.
- e. The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scan the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- f. The Declarant then sends/delivers the Copy to the Human Resource Management Unit (HRMU).
2. The online filing or transmission of a duly executed SALN shall be allowed, subject to the following conditions:
- a. The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, his/her duly executed SALN to the Human Resource Management Unit (HRMU).



- b. A "duly executed SALN" refers to a SALN that is personally signed under oath before an administering officer or executed through online oath taking.
- c. The Declarant, when filing the SALN through online transmission, shall ensure that the SALN is in Portable Document Format (PDF).
- d. An electronic SALN shall refer to a duly executed SALN filed by the Declarant to HRMU via online transmission.
- e. An electronic SALN, for purposes of SALN compliance for the year 2020, shall be considered the original, and printout thereof shall be considered a duplicate original.

V. EFFECTIVITY

This Administrative Order shall take effect immediately and shall remain in force during the state of public health emergency only.



JOSETTE T. BIYO
Director IV

