

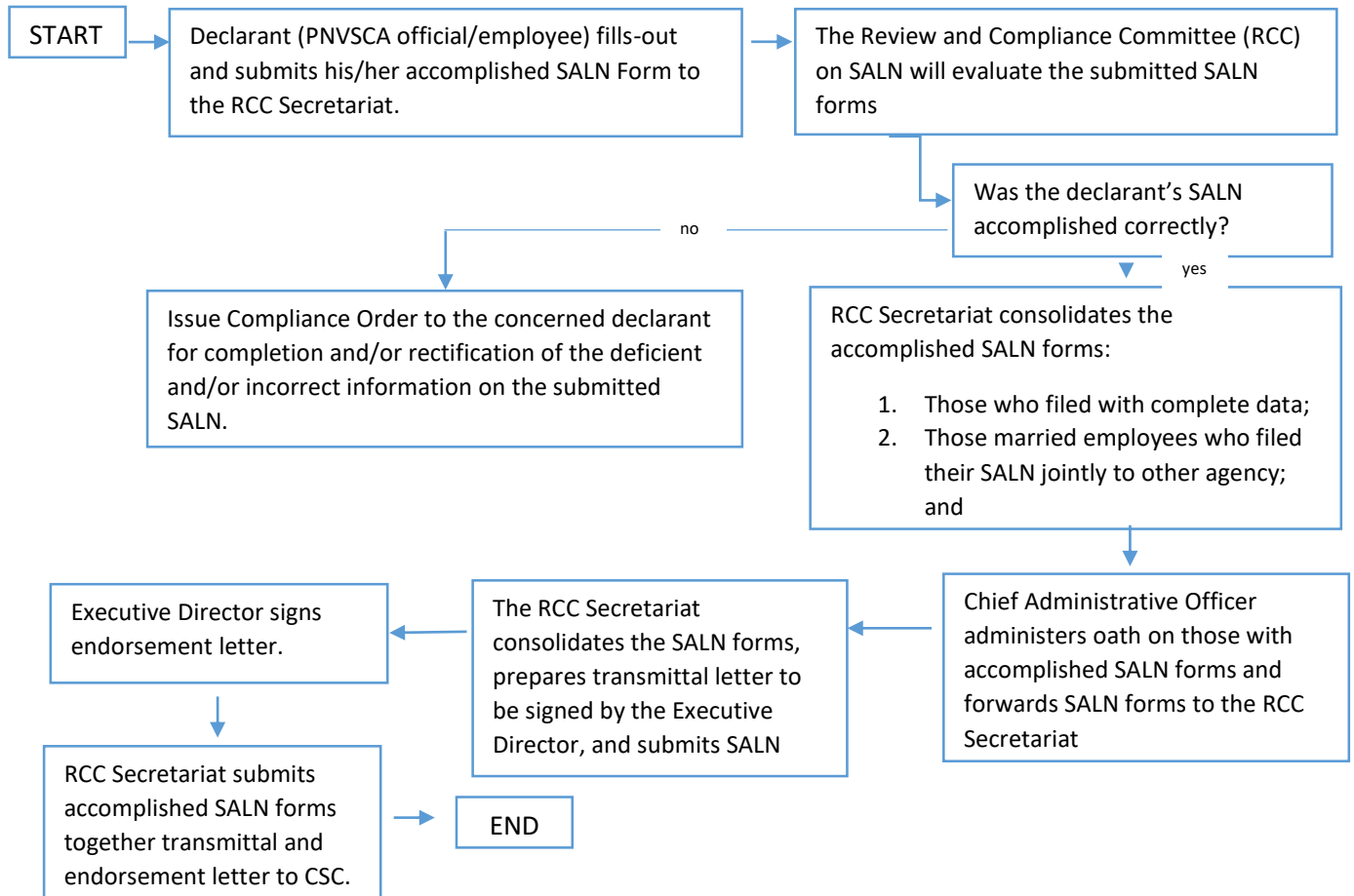


REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

### REVIEW AND COMPLIANCE (RCC PROCEDURES) IN THE FILLING OUT AN SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WOTH (SALN) FORM

As of January 31, 2022



#### **Checklist/ Guidelines for SALN Review include the Following:**

1. Tick-off the appropriate box in filling the SALN form (jointly, separately or N/A);
2. Fill-out the name/s of declarant's unmarried children below 18 years of age;
3. Fill-out the portion on real properties according to the following:
  - a. Description
  - b. Kind (i.e. residential, commercial, agricultural, industrial, mixed use)
  - c. Exact location;
  - d. Assessed and current fair market value;
  - e. Acquisition year, mode and cost.
4. Fill-out the proportion personal properties according to description, year acquired and acquisition cost; and
5. Fill-out the portion on liabilities according to nature of liability, name of creditors and outstanding balance.
6. Fill-out the portion on business interests/financial connections according to name of business, nature of business and date of acquisition;
7. Fill-out the portion on relatives in the government service according to name of relative, relationship, position and name and address of agency/office; and
8. Fill-out the portion on certification and signature according to the following:
  - a. Affixed signature/s of declarant and/or co-declarant (i.e. spouse); and
  - b. Government-issued I.D. of the declarants and/or co declarant with date of issuance



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## PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

### **Statement of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee (RCC) Internal Guidelines**

#### **1.0 OBJECTIVES**

To provide guidelines in the filing, review and submission of the SALN of the Philippine National Volunteer Service Coordinating Agency (PNVSCA) personnel pursuant to existing laws and pertinent Civil Service Commission (CSC) issuances.

#### **2.0 FUNCTIONS OF RCC**

2.1 Pursuant to PNVSCA Office Order No. 2022-06 dated 17 January 2022, the RCC shall perform the following functions:

2.1.1 Review the submitted SALNs of PNVSCA personnel and determine whether these were properly accomplished;

2.1.2 RCC Chairperson or the Chief Administrative Officer shall receive the accomplished SALNs of PNVSCA Official and employees for his administration of Oath;

2.1.3 Transmit all original copies of the SALNs to the repository office on or before the due date as prescribed;

2.1.4 Resolve issues pertaining to compliance with the submission and filing of SALNs by all PNVSCA personnel;

2.1.5 Perform such other functions as may be necessary to ensure compliance by the PNVSCA with all SALN related concerns.

#### **3.0 FUNCTIONS OF THE SECRETARIAT**

3.1. Pursuant to the PNVSCA Office Order No. 2022-06 dated 17 January 2022, the Secretariat shall perform the following functions:

3.1.1 Receipt, review and transmittal of accomplished SALN to the repository Office

3.1.2. Prepare the minutes of meetings; and

3.1.3. Prepare draft guidelines for approval of RCC.



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### 3.0 FILING OF SALN

The duly accomplished SALN shall be submitted until 31 March of the current year, but in no case shall be beyond the prescribed deadline to the Secretariat, in three (3) copies, all originally signed by the declarant and the official administering the oath. Said deadline shall be strictly enforced regardless of whether the declarant is on leave of absence, e.g. maternity, scholarship, sick, vacation, etc., or on Absence Without Leave (AWOL) during compliance period.

### 4.0 ADMINISTRATION OF OATH

- 4.1 The Chief Administrative Officer shall administer the oath for the SALNs of the PNVSCA Official and employees;
- 4.2 The Executive Director shall administer the oath for the SALN of the Chief Administrative Officer
- 4.3 The administration of oath for the SALN of PNVSCA personnel who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

### 5.0 REVIEW PROCESS

- 5.1 Upon receipt of the accomplished SALN forms, the RCC shall evaluate same within seven (7) working days to determine compliance with the following:
  - 5.1.1 All required information was duly provided by the Declarant and items not applicable were properly indicated as "N/A".
  - 5.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
  - 5.1.3 In case the signature of the spouse cannot be secured, an explanation should be attached to the SALN.
  - 5.1.4 Additional sheets provided should be duly signed by the Declarant with his/her printed name on each page and with proper pagination, i.e. page 1 of x number of pages



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- 5.1.5 Changes or revision in the submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials
- 5.2 The Secretariat shall submit to the RCC on or before 15 April of every year the SALN report containing the list of employees, in alphabetical order, who" (a) filed their SALNs with complete data; (b) filed their SALNs but with incomplete data; and (c) did not file their SALNs. The Report shall likewise indicate any findings as a result of the initial evaluation conducted by the Secretariat.
- 5.3 The RCC shall review the SALN report and shall issue the Compliance Order to con-compliant declarant within five (5) working days from the receipt of the SALN report, indicating its findings. The non-compliant declarant shall submit their revised SALN within ten (10) working days upon receipt of the Compliance Order.
- 5.4 Based on the recommendation of the RCC, the Executive Director shall issue, within five (5) working days Compliance Order/s requiring those who have not complied with the Compliance or have not satisfactorily responded thereto to correct/supply the required information in and/or submit their SALNs within a non-extendible period of five (5) days from receipt of the said Order.
- 5.5 Finally, the RCC shall recommend to the Executive Director the issuance of a Memorandum to the PNVSCA personnel who have not complied with the Order and satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Memorandum and recommend to the Executive Director the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the Executive Director shall direct the matter to the Secretariat for appropriate action.

**6.0 TRANSMITTAL AND DISTRIBUTION**

- 6.1 The Chief Administrative Officer shall transmit all original copies of the SALNs of PNVSCA personnel on or before the prescribed due date, to the concerned repository office, as specified below:

<b>Civil Service Commission (CSC) Integration Records Management Office</b>
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| <ul style="list-style-type: none"><li>• Original Copies</li><li>• Soft Copy of the Summary List of Filers and Non-filers</li></ul> |
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A duplicate copy of said official transmittal with stamped "received" by the CSC, as the case may be, shall be forwarded to the AFMD who shall acknowledge receipt thereof together with the personal copies of the declarants. It shall be the responsibility of the Human Resource Unit of the AFMD to ensure that the declarant properly acknowledge receipt of his/her personal copy of SALN. The Human Resource Unit shall maintain an original copy of the SALN for the 201 file of the employee.

**7.0 SANCTION FOR FAILURE TO COMPLY**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated 24 January 2013, or failure of concerned PNVSCA Official to comply with the provisions of the CSC Resolution No. 06 - 0231 dated 01February 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated 24 January 2013.

**8.0 RESOLUTION OF ISSUES**

To ensure standard and consistent interpretation of SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all PNVSCA Official and employees.

**9.0 ACCESSIBILITY OF SALNS**

Accomplished SALNs of the PNVSCA personnel shall be made available to the public subject to the rules and regulations to be issued separately by the RCC.

Chairperson:

**RUDY R. CARLOS**  
Chief Administrative Officer

Members:

**FELY M. BADAY**  
OIC-PATSD

**JOYMARIE M. ESTONILO**  
Accountant III



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**PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY**

Secretariat:

  
**ALMIRA U. CAUDAL**  
Administrative Officer I

**DATE:** 31 January 2022