

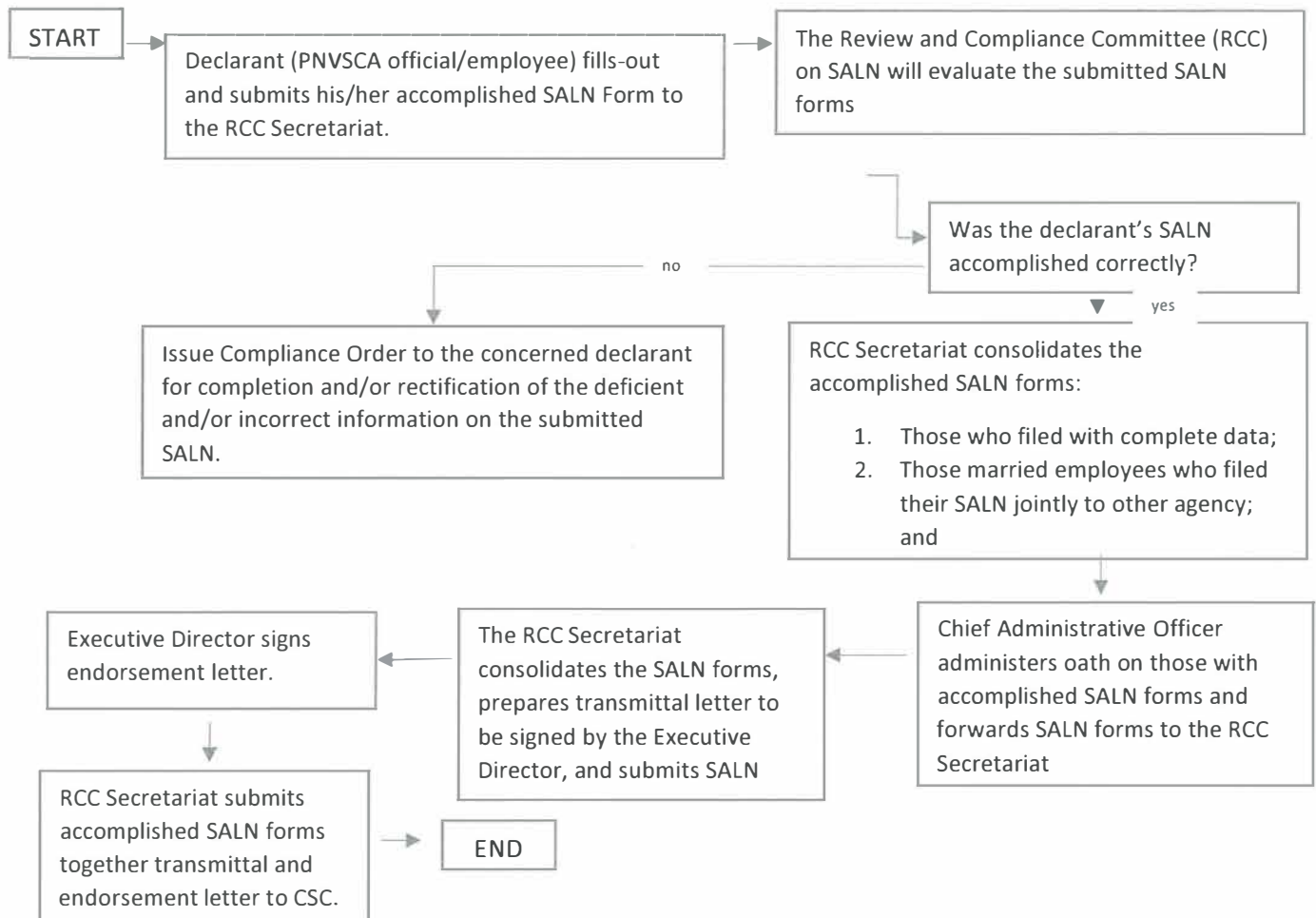


REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## 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, 2024



#### **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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### **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 AND SECRETARIAT**

2.1 Pursuant to PNVSCA Office Order No. 2024-020 dated 12 March 2024, 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 Submit the accomplished SALNs of PNVSCA official and employees to the Chief Administrative Officer for his administration of Oath;

2.1.3 Submit a Report to the Executive Director in accordance with Section 6.5 hereof;

2.1.4 Transmit all original copies of the SALNs on or before the due date as prescribed;

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

2.1.6 Recommend the procedure to be adopted by the PNVSCA in providing public access to the SALN of its personnel through consultation process and established best practices; and

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

2.2 The Secretariat shall assist the RCC in the conduct of its functions. The delineation of functions of the Secretariat shall be, but not limited to, the following:

2.2.1 Responsible to the receipt, review and transmittal of accomplished SALNs and in charge of formulating draft guidelines for approval of the RCC;

2.2.2 Prepare the minutes of meetings; and

2.2.3 Endorse to RCC the legal concerns relative to compliance on the filing of SALN.



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### 3.0 ISSUANCE OF ADVISORIES

- 3.1 An advisory shall be issued not later than 31 March of every year to set the deadline/s for the annual submission of SALN of all PNVSCA as of 31 December of the previous year. The advisory shall remind and update all PNVSCA of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.
- 3.2 The RCC shall issue such other advisory as often as may be necessary.

### 4.0 FILING OF SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond the prescribed deadline to the Secretariat, in three (3) copies, all originally signed by the declarant by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, from e.g. maternity, scholarship, sick, vacation, etc., or on Absence Without Leave (AWOL) during compliance period.

### 5.0 ADMINISTRATION OF OATH

- 5.1 The Chief Administrative Officer shall administer the oath for the SALNs of the PNVSCA Official and employees;
- 5.2 The date of oath in the SALN form shall be filled in by the administering officer.
- 5.3 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.

### 6.0 REVIEW PROCESS

- 6.1 Upon receipt of the accomplished SALN forms, the RCC shall evaluate same within seven (7) working days to determine compliance with the following:
  - 6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".
  - 6.1.2 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.



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- 6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
- 6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e. page 1 of x number of pages.
- 6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
- 6.2 The Secretariat shall submit to the RCC on or before 15 April of every year a Preliminary 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.
- 6.3 The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Report (PCR) if and when necessary. In which case, the RCC shall issue the PCR within five (5) working days from the receipt of the Preliminary Report, indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five (5) working days from the receipt of the PCR.
- 6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the Executive Director on or before 30 April of every year. Said report shall contain a list of PNVSCA personnel in alphabetical order, who: (i) filed their SALNs with complete data; (ii) filed their SALNs but within incomplete data; and (iii) did not file their SALNs.
- 6.5 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 PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of seven (7) days from receipt of the said Order.
- 6.6 If there is a written request for clarification on the Compliance order, the same shall be endorsed to RCC through the Secretariat, within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the Executive Director. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.
- 6.7 The RCC shall review the response/justification of the non - compliant declarants and make the proper recommendation to the Executive Director. The RCC shall then



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submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the Executive Director.

- 6.8 Finally, the RCC shall recommend to the Executive Director the issuance of a Show Cause Order 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 V shall direct the matter to the AFD for appropriate action.

**7.0 TRANSMITTAL AND DISTRIBUTION**

- 7.1 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.

**8.0 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.

**9.0 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.



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### 10.0 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**  
Supervising Volunteer Service Officer

  
**JOYMARIE M. ESTONILO**  
Accountant III

Secretariat:

  
**MA. SOPHIA B. NAVARRO**  
Administrative Officer I