



GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

OBJECTIVE

To provide guidelines in the review for compliance and filing of Statement of Assets, Liabilities and Net Worth (SALN) of the employees of Region 1 Medical Center as required by laws and regulations.

COVERAGE

This guidelines shall cover plantilla-based personnel of Region 1 Medical Center regardless of the employment status.

GUIDELINES

1. Submission of SALN

All plantilla-based personnel shall file under the oath their SALN and Identification of Relatives in the Government Service with the Human Resource Management Office (HRMO) based on the deadline provided by authorities.

2. Responsibilities of the Human Resource Management Office

2.1 The HRMO shall evaluate and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

2.2 The HRMO shall submit to the Committee a report which includes the list of employees who

- 2.1.1 filed their SALNs on time, complete and in proper form.
- 2.1.2 filed their SALNs incomplete.
- 2.1.3 did not file their SALNs on a specified date provided.

3. Duties of Review and Compliance Committee

3.1 The Review and Compliance Committee shall receive the report provided by HRMO.

3.2 The report shall be reviewed and issue findings, comments and recommendations as to completeness and form of the SALN within 14 working days from the receipt of the report.

- 3.2.1 Certification and signature of Declarant and Co-Declarant spouses are complete. An explanation should be obtained if signature cannot be obtained.

3.2.2 All applicable information is supplied. Otherwise, "Not Applicable or NA" should be indicated.

3.3 Compliance to Findings

3.3.1 Within five (5) days from the receipt of findings from the Committee, personnel must satisfactorily comply.

3.3.2 Only those who have complied with the findings of the Committee's report shall be included in the report of the Committee to be submitted to the Head of Agency.

3.4 The Committee shall prepare and submit a list of following employees to be submitted to Head of Agency:

3.4.1 Those who filed with complete data

3.4.2 Those who filed but with incomplete data

3.4.3 Those who did not file their SALNs

4. Ministerial Duty of the Head of Agency

Upon receipt of the report submitted by the Review and Compliance Committee, it shall be ministerial duty of the Head of Agency to require those with deficiencies in their SALN to correct and complete the needed information and for those who did not file, to submit their SALN within five (5) working days.

5. Failure to Comply

If an employee failed to submit their SALN within a given period, the head of agency shall issue a letter/memorandum directing the concerned personnel to submit letter of explanation within 72 hours upon receipt. The Head of the Agency shall be responsible for the approval/disapproval of the letter prior to the set deadline of submission to the office of Ombudsman. The management may continue with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service until decision has been rendered.

6. Transmittal of all submitted SALNs to the concerned agencies

The HRMO shall transmit all original copies of the SALNs received to the concerned offices and a copy of the final report from Committee will be provided to the Civil Service Commission every year.

7. Repealing Clause

All previous issuances inconsistent with these guidelines are deemed repealed accordingly.

8. Separability Clause

Unless expressly repealed or superseded, any part or provision in these guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance or other provisions not affected thereby shall remain in force and effect.

8. Effectivity

This shall take effect immediately and shall remain in force unless superseded by a subsequent issuance.



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