	ADMINISTRATIVE ORDER	**Date Prepared**	**13 July 2020**
		Date Approved	**15 July 2020**
	<u>AO 02 s. 2020:</u> **SUPPLEMENTAL GUIDELINES FOR THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (SALN)**	**Date Effective**	
		Revision No.	**0**
		Number of pages	**5**

I. LEGAL BASES

- CSC Memorandum Circular No. 10, series of 2006 or 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 Memorandum Circular No. 2, series of 2013 or the Revised Statement of Assets, Liabilities and Networth (SALN) Form
- CSC Memorandum Circular No. 3, series of 2013 or the Amendment to CSC Memorandum Circular No. 10, series of 2006
- CSC Resolution No. 2000603 dated June 22, 2020
- CSC Memorandum Circular No. 13 s. 2020

II. OBJECTIVE

The Supplemental Guidelines prescribes the rules in the online filing of Statement of Assets, Liabilities, and Net Worth (SALN) for the year 2020 during the state of Public Health Emergency.

III. COVERAGE

This Order shall cover All Plantilla Personnel regardless of employment status.

IV. GUIDELINES

The Guidelines enunciated under Administrative Order No. 2 s. 2018 shall still be followed except that online oath taking and electronic filing and submission of SALN shall be allowed for the year 2020 as followed:

1. Electronic Filing and Submission of SALN

a. All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource/Personnel Unit on or before 31 August 2020, statements of which must be reckoned as of the end of the preceding year;

b. The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN to the SALN Committee Secretariat.

c. The physical submission of SALN is also allowed following the guidelines enunciated under Administrative Order No. 2 s. 2018.

d. Online oath taking of the SALN shall be conducted through the following:

i. The SALN Committee Secretariat shall announce the schedule of electronic meeting based on the availability of the Administering Officer. The electronic meeting may be conducted via Communication Technology (i.e. Zoom, skype, MS Teams, WebEx, Google Meet, among others). A "Communication Technology" is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.

ii. The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer. For the JJWC National Secretariat and Regional Secretariat, the Administering Officer shall be its Executive Director.

iii. 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.

iv. On the same day, the Declarant transmits a copy of the Original to the SALN Committee Secretariat, for onward submission to the Administering Officer, via fax, email, or electronic means. A copy of a physical SALN refers to its scanned copy.

v. 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 submit the same to the SALN Committee Secretariat for scanning and transmission back to the Declarant. The Personnel Unit shall retain a copy for the online filing of the SALN, subject to the CSC Guidelines on online filing or transmission of SALN.

vi. The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting within five (5) days from the last day of filing of the SALN for recording purposes.

e. The Personnel Unit shall facilitate the filing or transmission of a duly executed SALN, through online or physical means following this Administrative Order and applicable CSC and Ombudsman Guidelines. For this purpose, a "duly executed SALN" refers to a SALN that is personally signed under oath before an administering officer or notary public, or that executed through online oath taking as recognized under section IV (1) of this Administrative Order.

f. The Declarant, when filing the SALN through online transmission, shall ensure that the SALN is in Portable Document Format (PDF).

g. An electronic SALN shall refer to a duly executed SALN filed by the Declarant to the concerned department, office or agency via online transmission.

h. An electronic SALN, for purposes of SALN compliance for the year 2020, shall be considered the original, and a printout thereof shall be considered a duplicate original.

i. Submission of electronic SALNs shall be deemed substantial compliance for the year 2020.

j. The proper form to be used by all JJWC officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

k. All JJWC officials and employees are given additional period of sixty (60) days from June 30, 2020, the last day of filing of the SALN, or until August 31, 2020, to file their SALN with the HR/Personnel Unit, unless the circumstances require otherwise.

2. Persons authorized to review and evaluate the submitted SALN

The RCC shall ensure that the SALN electronically filed are verifiable and authentic.

3. Duties of the Review and Compliance Committee

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 September 15, 2020:

a. Those who filed their SALNs with complete data;
b. Those who filed their SALNs but with incomplete data, and
c. Those who did not file their SALNs.

4. Transmittal of all submitted SALNs to the concerned agencies on or before October 31, 2020

The HR/Personnel Unit shall transmit all original copies of the SALNs received to the concerned offices on or before October 31, 2020.

V. TIMELINE FOR ANNUAL FILING OF SALN

March 2	Issuance of memorandum by the Executive Director with attached SALN form enjoining all officials and employees to file and submit their SALN on or before April 30
April 14	Issuance of memorandum by the Executive Director with attached SALN form re: extension of Deadline of Filing and Submission of 2019 SALN on or before June 30, 2020
July 6	Issuance of memorandum by the Executive Director with attached SALN form re: Extension of Deadline of Filing and Submission of 2019 SALN on or before August 31, 2020
August 31	Deadline of filing and submission of SALN of officials and employees to the HR/Personnel Unit
September 1-15	Review and evaluation by the HR/Personnel Unit of individual SALNs filed as to timeliness, completeness and propriety of form
September 15	Submission of List of Employees (Compliance/Non-Compliance/Incomplete SALN) (the "List") by the HR/Personnel Unit to the RCC. The Executive Director shall issue a *Compliance Order* upon recommendation of the RCC, within five (5) days from notification of such recommendation and receipt

	of the List. The *Compliance Order* shall require those who failed to submit their SALN and those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate. The officials or employees, to whom the order is directed/addressed, shall be given a non-extendable period of thirty (30) working days from receipt of the order within which to comply.
October 20	Submission by the HR/Personnel Unit to the RCC of another list showing the names of persons who failed to comply within the 30-day period. The RCC shall recommend to the Executive Director the issuance of *Show Cause Order*, directing the official or employee concerned to submit a comment or counter-affidavit regarding his/her failure to correct or submit his/her SALN. If the evidence so warrants, the proper administrative proceedings shall be conducted pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.
October 31	Deadline of submission of SALN to the Civil Service Commission and Ombudsman, in accordance with Rule VII, Section 5 of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees

VI. EFFECTIVITY

This Administrative Order shall take effect immediately and shall be applicable for the year 2020.

The foregoing guidelines shall be subject to changes in case of any further issuances by the appropriate authorities, department and/or task force pertaining to the national state of public health emergency brought by the COVID-19.

ATTY. TRICIA CLARE A. OCO
Executive Director