DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
CENTRAL OFFICE - REVIEW AND COMPLIANCE COMMITTEE
FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

REFERENDUM NO. 2022-01

REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER 31 OF EVERY YEAR AND THEIR DISCLOSURE

WHEREAS, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

WHEREAS, Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

WHEREAS, Central Office - Review and Compliance Committee (CO-RCC) for SALN convened on May 10, 2022 to discuss the draft Review and Compliance Procedure in the filing and submission of SALN as of December 31 of every year and their disclosure.

WHEREAS, in accordance with the prescribed Guidelines in filling-out the SALN form by the CSC[1], the Review and Compliance Procedure in the filing and submission of SALN in the Central Office and DSWD Field Offices (FO) shall be established as follows:

1. **Composition of Central Office (CO) and Field Office (FO) Review and Compliance Committee for SALN**

1.1. The CO-RCC for SALN shall be composed of the following:

Composition	
Chairperson	Undersecretary, General Administration and Support Services Group (GASSG)
Vice Chairperson	Assistant Secretary for Administration
Members	Director, Human Resource and Management Development Service (HRMDS)
	Director, Legal Service (LS)
	Director, Internal Audit Service (IAS)
Secretariat	Personnel Administration Division (PAD)

[1] CSC MC No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth (SALN) Form promulgated CSC Resolution No. 1300173 dated January 24, 2013

1.2. The Field Office - Review and Compliance Committee (FO-RCC) shall be composed of the following:

Composition	
Chairperson	Assistant Regional Director for Administration (ARDA)
Members	Assistant Regional Director of Operations (ARDO)
	Chief/OIC, Human Resource Management and Development Division (HRMDD) **or** Representative, Legal Unit
Secretariat	Personnel Administration Section (PAS)

2. Functions of CO and FO-RCC and its Secretariat

2.1 CO and FO-RCCs shall perform the following functions:

a. Conduct final review and evaluate the SALN forwarded by the PAD/PAS if the same has been submitted on time, complete and in proper form.
b. Discuss/Review/Sign Resolutions, Memoranda/reports and other relevant documents concerning SALN.

2.2 The PAD/PAS as the Secretariat shall perform the following functions:

a. Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete in substance, and in proper form.
b. Prepare a list of the following officials and employees in alphabetical order and submit to the CO-RCC/ FO-RCC for review to be submitted to the DSWD Secretary/Regional Director:
   1. Those who filed their SALN with complete data;
   2. Those who filed their SALN but with incomplete data; and
   3. Those who did not file their SALN.
c. Return the SALN with incomplete data to the concerned employees through issuance of SALN Compliance Notice to be signed by the CO Vice Chairperson/FO-RCC Chairperson.
d. Submit to the concerned offices (CSC or Office of the President for Central Office and Office of the Ombudsman for the Field Offices) the duly accomplished and reviewed SALN of DSWD CO and FO officials and employees with certification duly approved by the RCC that the same have been filed on time, complete, and in proper form on or before June 30 of every year.
e. Facilitate posting in the Transparency Seal page the RCC review and compliance procedure on set timeline in coordination with the Information and Communications Technology Management Service/ Division/ Unit (ICTMS/ICTMD/ICTMU), as may be required by the Inter-Agency Task Force on the Harmonization of National Government (AO25) for the payment of the Performance Based-Bonus (PBB).
f. Perform other related tasks e.g. preparation of meetings, draft/prepare minutes of meetings and other reports/ documents/ advisories/ resolutions.

3. Administrative Procedures on Submission/Filing of SALN

a. The PAD/PAS shall prepare an advisory not later than January 31 of every year on the filing of SALN of DSWD CO and FO officials and employees, to remind filers of the deadline of submission, pertinent guidelines in the filing of SALN and updates to be signed by the CO-RCC Chairperson and Regional Director for FOs. The deadline for submission of SALN of DSWD officials and employees to PAD/PAS shall be on or before **January 31 of every year** to give ample time for the RCC to review the documents prior to submission to the repository agencies.

b. SALN to be submitted must be in four (4) original copies, first copy shall be submitted to the repository agency, second copy shall be kept in file by the Secretariat, third copy must be kept in the declarant/filer's DSWD 201 file and the fourth copy shall serve as the receiving/personal copy of the declarant/filer. The SALNs shall be duly signed by the authorized personnel administering the oath which may be a notary public or delegated as follows:

For Central Office:

Declarant/Filer	Person to Administer Oath
Department Secretary	Undersecretary for General Administration and Support Services Group
Undersecretary	DSWD Secretary
Assistant Secretary	Cluster Head/Undersecretary
Director/OIC Director	Assistant Secretary or Undersecretary of their respective Cluster
Division Chief and below	Director/Head of Office/Bureaus/Services/Special Projects

For Field Offices:

Declarant/Filer	Person to Administer Oath
Regional Director	Assistant Regional Director for Administration (ARDA)
Assistant Regional Director (i.e. Assistant Regional Director for Administration (ARDA) / Assistant Regional Director for Operations (ARDO)	Regional Director
Division Chief and below	

c. For Social Welfare Attaches and DSWD CO and FO employees under foreign scholarships, the authorized official to administer oath for their SALNs may be the head of Philippine Embassy or Consular Office nearest their place of assignment.

d. In the absence of these authorized officials, the signing of SALN and the Certification thereof under oath may be administered before a duly commissioned Notary Public.

e. Upon receipt of the accomplished SALN Forms, the PAD/PAS shall conduct preliminary review of the same until **February 28** to determine compliance of the employees in accordance with the guidelines set forth by the CSC. The Secretariat shall send out compliance notices signed by the Vice Chairperson for CO and Chairperson for FOs, from March 1 to 15, to those who have submitted but with incomplete data and to those who have not yet submitted. Filers will be given three (3) days upon receipt of the memorandum to comply with the submission and/or needed revision, so that on March 15, the SALNs shall be ready for compilation.

f. After consolidating all the submitted SALN, the PAD/PAS shall prepare the list of employees in alphabetical order, with remarks who: (1) filed their SALNs with complete data; (2) filed their SALNs but with incomplete data; and (3) did not file their SALN. This will be presented to the RCC, which shall convene **not later than April 30 of every year.**

g. During the RCC meeting mentioned above, the PAD/PAS shall distribute the SALNs of employees with complete data to the RCC Members to review the same within three (3) working days upon receipt thereof. A Memoranda signed by the RCC Chairperson to those falling under no. 2 and 3 of Item f above, if any, shall be included in the submitted report to cause the non-compliant officials or employees to comply with the needed information or submit their SALN with justification for non-compliance, within a non-extendible period of thirty (30) days from receipt of the Memorandum. Agreements of the meeting shall be captured by the PAD/PAS through a Resolution to be signed by the RCC.

h. The PAD/PAS shall prepare the Resolution providing the final list of filers and non-filers for endorsement by the RCC Chairperson to the Secretary for CO and Regional Director for FO, for signature not later than **June 20 of every year or earlier**, for onward submission to OP for EXECOM (Secretary, Undersecretary and Assistant Secretary), to CSC (all other officials and employees), or Deputy Ombudsman (L/V/M) for regional officials and employees, not later than June 30 of every year together with the endorsement letter signed by the HRMDS Director/RD, Certification of Compliance to be signed by the RCC Chairperson and Members and the soft copy of the list signed by the DSWD Secretary to be sent through email as required CSC or Ombudsman.

i. The Field Offices shall submit to the CO-RCC the copy of their SALN forms stamp-received by the Ombudsman after June 30 of every year.

j. In case of joint filing of husband and wife who are both in the government service, both of them shall be considered declarants. The signature portion of the SALN indicates the space for the spouse as "Spouse/Co-declarant." All real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. The spouses shall prepare eight (8) original SALNs so that both declarants can submit original SALN to their respective agencies.

k. The PAD/PAS as the Secretariat shall safekeep the SALN forms and will only be disclosed in accordance with law. Only the declarant may request for disclosure or a copy of his/her SALN. A requesting party, other than the declarant, must secure authority from the declarant, which will be presented to PAD/PAS as basis for retrieval or disclosure subject to applicable existing laws, rules and regulations. SALN will be issued three (3) working days upon receipt of the request.

l. In cases where the declarant withholds consent to a requesting party for the disclosure of his/her SALN, the PAD/PAS shall advise the requesting party to officially request a copy of the SALN of any government official or employee with the concerned repository agency;

NOW, THEREFORE, in accordance with CSC Resolution No. 1300455 dated 04 March 2013[2] and by virtue of DSWD Special Order Nos. 1280 and 2015, series of 2022, the CO-RCC **RESOLVES, AS IT HEREBY RESOLVED**, to adopt the Review and Compliance Procedure in the filing and submission of SALN in the Central Office and DSWD Field Offices.

Done this 28th June 2022, Quezon City, Philippines.

Central Office - Review and Compliance Committee
for Statement of Assets, Liabilities and Net Worth
(By Virtue of SO No. 1280, s. 2022 and SO No. 2015 s. 2022)

ATTY. ADONIS P. SULIT, CESO II
Undersecretary, GASSG and
Chairperson - CO-RCC

ASST. SECRETARY RODOLFO M. SANTOS, CESO II
Assistant Secretary for Administration and
Vice-Chairperson - CO-RCC

DIR. LEONARDO C. REYNOSO, CESO III
Director IV, Human Resource Management
and Development Service
Permanent Member - CO-RCC

ATTY. GEORGIA RUBY B. GASCON
Director IV, Legal Service
Permanent Member - CO-RCC

ATTY. PAUL ANTHONY A. TACORDA
OIC Director IV, Internal Audit Service
Permanent Member - CO-RCC

Approved / ~~Disapproved~~

ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: _____

Attested by:

ROWENA G. FLORENDO
CO-RCC Secretariat

[2] Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth (SALN)