

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 (CSC) on or before May 15 of every year:

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

MINISTERIAL DUTY OF THE GENERAL MANAGER TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Chairperson to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within non-extendable period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that year, as the same came to his/her knowledge only after he/she filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive shall be ground for disciplinary action. The Head of Agency shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1st Offense - Suspension for one (1) month and one (1) day to six (6) months
- 2nd Offense - Dismissal from the service

TRANSMITTAL OF ALL SUBMITTED SALNs TO THE OFFICE OF THE OMBUDSMAN

The HRMO shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.


FROILINDO I. VILLALUZ
Chairperson
SALN Committee