



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

SEP 10 2018

01 September 2018

TAPI Office Order No. 004

Series of 2018

Subject: Guidelines in the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connections

I. Legal Basis:

1. 1987 Constitution
2. Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees
3. CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connections"
4. CSC Memorandum Circular No. 3, series of 2013 re: "Amendment to the Review and Compliance Procedure in the Filing and Submission of SALN and Disclosure of Business Interests and Financial Connections"
5. CSC Resolution No. 1300455 dated March 4, 2013 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)

II. Purpose:

To enjoin all TAPI officials and employees to declare and submit an annual true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives in the government service.

III. Coverage:

This Office Order shall cover all permanent employees (plantilla-based) of the Technology Application and Promotion Institute.

IV. Guidelines:

The following guidelines serve as guidance to all TAPI officials and employees on their duties in the proper filing and timely submission of Statement of Assets, Liabilities and Networth (SALN)

Section 1: Filing and Submission of SALN

- a. All TAPI officials and employees shall file under oath their SALNs to the Head of Human Resource Section of TAPI, to wit :
 1. Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of service
 2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office
- b. All TAPI officials and employees are strictly required to fill-in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable)

Section 2: Persons authorized to review and evaluate the submitted SALN

There shall be a designated **Review and Compliance Committee** to evaluate the SALNs submitted thru the HR Section, if those have submitted on time, complete and in proper form.

Duties of the Review and Compliance Committee:

1. To check if the SALN is submitted on time
2. To ensure that the SALN submitted is in proper form
3. To check the completeness of all entries of the submitted SALN
4. In case of non-compliance, the Committee shall inform concerned employees to correct their action
5. To prepare a list of employees on or before 15 May of every year:
 - Those who filed their SALNs with complete data
 - Those who filed their SALNs but with incomplete data
 - Those who did not file their SALNs

Section 3: Ministerial Duty of the Head of TAPI to issue Compliance Order

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the TAPI Director to issue a Compliance 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 a non-extendible period of thirty days (30) days from receipt of the 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 has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

Section 4: Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 of this Guidelines shall be a ground for disciplinary action.

The TAPI Director shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

Penalties inherent to the 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

TAPI Officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs and shall be made liable for the offense of Failure to File SALN with the penalties of suspension for the first offense and dismissal from the service for the second offense.

Section 5. Transmittal of all submitted SALNs to concerned agencies, in the case of TAPI to Civil Service Commission, on or before June 30 of every year.

The HR section of TAPI shall be responsible in transmitting the original copies of the SALNs to CSC or other concerned agencies, on or before **June 30 of every year.**

Failure to perform the said duties may hold them liable for neglect of duty.

V. Effectivity:

This Order shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuances.

Handwritten initials and date: 9/15 4:56pm

Handwritten signature of Edgar I. Garcia
EDGAR I. GARCIA
Director, TAPI
Handwritten initials: Jy, ds, +rep, JH