



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

SEP 24 2020

21 September 2020

TAPI Office Order No. 006
Series of 2020

Subject: **Revised Guidelines in the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network (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 Network (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 Network (SALN)
6. CSC MC No. 13 Series of 2020 re: Filing and Submission of Revised Statement of Assets, Liabilities and Network (SALN) Form for the Year 2020

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. Procedure/Guidelines:

The following procedure/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 Network (SALN):

Step by Step Procedure	Responsible Person/Unit/Committee	Details
1. Disseminate memorandum on the submission of accomplished SALN Form	AO V-Human Resource Section	-SALN shall reflect previous year's information
2. Submit accomplished SALN Form to the HR Section	Employee	-Require officials and employees to strictly 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)
3. Consolidate and endorse accomplished SALN Forms to the members of TAPI's Review and Compliance Committee for Review	Human Resource Section	-Record the name of employees with submitted SALN Forms -Arrange SALN Forms in alphabetical order -Endorse the accomplished SALN forms to the Review and Compliance Committee
4. Evaluate the accomplished SALN Forms	Review and Compliance Committee for SALN	-Check if the SALN is submitted on time -Ensure that the SALN submitted is in proper form -Check the completeness of all entries of the submitted SALN -In case of non-compliance, inform concerned employees to correct their action -Endorse SALN to TAPI Designated Person to Administer Oath
5. Sign SALN and administer oath	TAPI's Head of Legal Unit/Head of Agency	-Sign all SALNs with complete data

Step by Step Procedure	Responsible Person/Unit/Committee	Details
6. Issue Compliance/show-cause order if required	Director thru the Recommendation of Review and Compliance Committee	-Issue compliance order to employees who filed their SALNs but with incomplete data -Issue show-cause order to those who did not file their SALNs
7. Prepare list of filers in alphabetical order and Review and	HR Section	Committee's certification List of Filers for signature of Person-in Charge of SALN and Director
8. Submit the SALN to the Civil Service Commission	AO II-HR Section	Transmit copies of original SALN to CSC Provide copy of SALN to employees File copy of SALN received

V. Submission of SALN

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
4. Online filing or transmission of a duly executed SALN shall be allowed until August 31, 2020 in view of the declaration of National State of Public Emergency

VI. Sanction for Failure to File SALN after Issuance of a Show-Cause Order

1. Penalties inherent to the failure to file SALN shall be:

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

VII. Transmittal of all submitted SALNs to Civil Service Commission

1. Submission of SALN to CSC is on or before June 30 of every year
2. In view of the declaration of National State of Emergency, submission is extended until October 31, 2020
3. The HR section of TAPI shall be responsible in transmitting the original copies of the SALNs to CSC
4. Failure to perform the said duties may hold them liable for neglect of duty

VIII. Effectivity:

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


EDGAR I. GARCIA
Director