



Republic of the Philippines
Department of Agriculture
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100
Quezon City, Philippines

Agency Review and Compliance Procedure of Statement and Financial Disclosure

In compliance with the 1987 Philippine Constitution under the Republic Act No. 6713 also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" submission of the Sworn Statement of Assets, Liabilities and Networth (SALN) every 30th of June to the Civil Service Commission by all public officials and employees is required.

To ensure the completeness of declarations in the SALN, as well as the use of the proper form, the DA Offices created their respective Review and Compliance Committee (RCC) as required in CSC Resolution No. 1300455 dated March 4, 2013. The RCC is authorized by the head of agency to receive the SALN and to evaluate if it is complete and if it was submitted on time using the proper form.

Below herewith are procedures in evaluating the correctness and completeness of the submitted SALNs:

I. Correctness of SALN Form

- Check if the SALN Form used is the Revised form as of January 2015 per CSC Resolution No. 1500088 promulgated on January 2015. This can be checked by finding the notation:

"Revised form as of January 2015 per
CSC Resolution No. 1500088 promulgated
on January 2015"

at the upper right corner of SALN form. Otherwise, the wrong form used will be returned to the filer.

II. Completeness of Declarations in SALN

- The heading should reflect "As of December 31, of the year" SALN is filed
- Mode of filing indicated by small box should be ticked by checking appropriately whether joint filing, Separate filing or Not applicable

Joint filing is applicable for husband and wife who are both public officials and employees.

Single public officials and employees, separated, widow, annuled shall tick
Not Applicable

- All the information needed in the SALN form must be completely filled out.

If the information needed is not applicable, "not applicable" mark is stamped on the blank entries leaving no unfilled portion in the SALN Form.

- The RCC makes sure that under Assets, Real Properties are distinguished from Personal Properties.

Real Properties cannot be declared in the sworn SALN if the title is not yet with the possession of the filer.

In case of declaration of real properties with title, "exact location" shall be indicated as stipulated in the revised SALN form.

- The RCC checks the correctness of the computation of assets and liabilities :

Total Assets: (a+b)
Total Liabilities: Assets minus total liabilities

- In case the spouse cannot sign as co-declarant, a certification will be required stating reasons thereat.

The RCC shall also prepare a list of employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN.

Per CSC Resolution No. 1300174 dated January 24, 2013, the RCC will issue an order to require those who have incomplete data in their SALN to correct/ supply the lacking information and those who did not file their SALN to comply within three (3) days upon receipt of the said order.

The RCC will ensure that employees who are on sick leave, study leave, rehabilitation leave, maternity leave, etc. will also file their SALN for the year to comply with the 100% submission of SALN.

All SALNs checked and reviewed by the RCC will be submitted to the proper repository which is the Civil Service Commission on the 30th day of June of every year.

Notarized SALNs of officials will be submitted to the Office of the President, Malacañang Palace.

Submitted this 25th day of September 2018, Quezon City, for the purpose of compliance with the requirements of Performance-Based Bonus (PBB) for FY 2018 under the Good Governance Condition.


SEGFREDO B. SERRANO
Officer-in-Charge



Republic of the Philippines
Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES

Ramon Magsaysay Avenue, Davao City
Telephone Number: (082) 227-1538
Fax Nos. (082) 227-1539/ 225-1727

11 January 2021

REGIONAL FISHERIES OFFICE

ORDER NO. 017

Series of 2021

SUBJECT: CONSTITUTION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE

In the exigency of the service and in accordance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees taken together with the 1987 Philippine Constitution directing all government agencies to create a Statement of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee, the following personnel are hereby composed in order to ensure its completeness and to make the same in full compliance of RA 6713:

Chairperson	: RENEE F. ENRIQUEZ
Co-Chairperson	: ATTY. JOANNA KARLA P. GUILONSOD
Member	: REISSA D. TARAZONA
Secretariat	: NUHMAN V. HARUN PRESCILLA JADE P. SEALZA

You are to ensure that the Declarants comply with the requirements in filing the SALN form as prescribed under Republic Act 6713, and Implementing Rules and Regulations, as follows:

- a) Basic Information;
- b) Assets (Real Properties and Personal Properties);
- c) Liabilities;
- d) Net Worth;
- e) Business Interest and Financial Connections;
- f) Relatives in the Government Service; and
- g) Subscribed and Sworn

Further, the abovementioned personnel shall perform functions inherent to their designation such as review the SALN Form.

As such, the abovementioned committee shall perform functions inherent to their designation in addition to their regular functions:

The Review and Compliance Committee:

- 1) Authorize the Human Resource Management Officer (HRMO) and HRMO designates to receive and evaluate the accomplished SALN;
- 2) The Head of the Agency, Chairperson, and Members of the Review and Compliance Committee shall sign the Certification of Compliance as required by the Civil Service Commission.





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The HRMO and/or HRMO Designate:

- 1) Evaluate as to whether the SALN prescribed forms are properly accomplished, and submitted on time;
- 2) Submit the SALN of the employees to the Review and Compliance Committee on or before 31 March of every year, in alphabetical

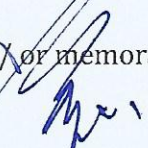
The Secretariat:

- 1) Receive the SALNs and shall consolidate a list of the employees in alphabetical order to the Head of Agency
- 2) Prepare transmittal letter to the Office of the Ombudsman copy furnished the Civil Service Commission, Certification of Compliance and the Summary List of Filers and summary list of those who did not submit, if any.

The Chairperson and Co-Chairperson are further authorized to act as Administering Officers for the rank-and-file, respectively.

This Order shall take effect immediately and shall remain in force until revoked in writing.

All orders and/or memoranda inconsistent herewith are deemed revoked.


RAUL C. MILLANA, MFT
Regional Director