



Republic of the Philippines  
**Department of Agriculture**  
**AGRICULTURAL CREDIT POLICY COUNCIL**  
28/F One San Miguel Avenue (OSMA) Bldg.,  
San Miguel Avenue corner Shaw Blvd.,  
Ortigas Center 1605 Pasig City  
Tel. Nos. 8634-3320 to 21; 8634-3326 / Fax Nos. 8634-3319; 8584-3691



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## OFFICE ORDER

No. 01

February 3, 2020

**Subject : Guidelines in the Review and Compliance Procedures in Filling and Submission of the Statement of Assets, Liabilities and New Worth (SALN) and Disclosure of Business Interest and Financial Connections**

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### I. REFERENCES:

- CSC Resolution Number 1300455 dated March 4, 2013 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)”
- CSC Memorandum Circular No. 10, series of 2006 on the “Review and Compliance Procedure in the Filling and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connections”
- 1987 Philippine Constitution
- Republic Act 6713 or the “Code of Conduct and Ethical Standards for the Public Officials and Employees”

### II. OBJECTIVES:

- To enjoin all public officers and employees to declare and submit annually a 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 who are in government service;
- To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant’s spouse and unmarried children below eighteen (18) years of age living in declarant’s household are also disclosed.

### III. SCOPE:

All Plantilla-Based Personnel (Permanent Employees).

DC: ACPC-HRMS-14-r1

TN:

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#### **IV. GUIDELINES:**

##### **1. Filling and Submission of SALN**

- a. All Plantilla-Based Personnel shall file under oath their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource Management Section (HRMS), to wit:
  - i. Within thirty (30) days after assumption to office, statements of which must be reckoned as of his/her first day of office;
  - ii. On or before March 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - iii. Within thirty (30) days after the separation from the service, statements of which must be reckoned as of his/ her last day of office;
- b. 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).

##### **2. Review and Compliance Committee**

There shall be a designated Review and Compliance Committee to receive, through the Human Resource Management Section and to evaluate if SALN has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in filling thereof.

##### **3. 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 on or before April 30 of every year:

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

##### **4. Ministerial Duty of the Executive Director (ED) to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be ministerial duty of the Executive Director 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 a 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 has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

#### **5. 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 and Section 4 hereof shall be a ground for disciplinary action. The President 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 the 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

2<sup>nd</sup> offense – Dismissal from the service

#### **6. Transmittal of all submitted SALNs to the concerned agencies on or before April 30.**

The Human Resource Section shall transmit all original copies of the SALNs received to the concerned offices on or before April 30 of every year.

### **V. REPEALING CLAUSE**

All previous issuances inconsistent with these office order are deemed repealed or modified accordingly.

### **VI. SEPARABILITY CLAUSE**

Unless expressly repealed or superseded, any part or provision in this Office Order which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain force and effect.

## **VII. EFFECTIVITY**

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

A handwritten signature in blue ink, appearing to read 'J. Badiola', with a stylized flourish at the end.

**JOCELYN ALMA R. BADIOLA**  
Executive Director



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26 June 2020

## MEMORANDUM

**TO : ALL PERMANENT ACPC EMPLOYEES**  
**FROM : THE EXECUTIVE DIRECTOR**  
**SUBJECT : EXTENSION OF DEADLINE OF FILING AND SUBMISSION OF THE  
REVISED STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH  
(SALN) FORM FOR THE YEAR 2020**

Pursuant to CSC Memorandum Circular No. 13, s. 2020 on the Filing and Submission of the Revised Statement of Assets, Liabilities, And Net Worth (SALN) Form for the Year 2020 dated 22 June 2020, the review and compliance procedure on the filing of the SALN shall be subject the following guidelines:

- a. All public officials and employees are given additional period of sixty (60) days from June 30, 2020, the last day of filing of the SALN, or until August 31, 2020, to file their SALN with their respective departments, offices, or agencies, unless the circumstances require otherwise.
- b. All heads of department, office or agency shall establish procedures for the review of the SALNs to determine whether said statements have been submitted on time, are complete and are in proper form. It shall also include the constitution of the review and compliance procedure.
- c. The last day of submission of the SALN Forms by all departments, agencies and offices to the appropriate repository agencies is extended from August 31, 2020 to October 31, 2020.

For your guidance.

26 June 2020, Pasig City, Philippines

**JOCELYN ALMA R. BADIOLA**  
Executive Director

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## **SPECIAL ORDER**

No. 26

Series of 2020

**SUBJECT: RECONSTITUTION OF THE ACPC STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE**

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Consistent to CSC Resolution No. 1300455 dated March 4, 2013, the ACPC Statement of Assets, Liabilities, and Net Worth (SALN) Review and Compliance Committee is hereby reconstituted.

Chair : Emmalyn J. Guinto  
Members : Glydel Anne L. Salanio  
Leina M. Bico

### **Functions:**

- 1) Facilitate conduct of briefing on the SALN Form whenever necessary;
- 2) Evaluate the SALN Form submitted to determine whether it was submitted on time, accomplished completely and in proper form; and
- 3) Submit to the Civil Service Commission (CSC) accomplished SALN of all officers and staff on or before June 30 of every year.

This Order revokes **Special Order No. 50** Series of 2018 dated May 15, 2018.

**February 3, 2020, Pasig City, Philippines.**

**JOCELYN ALMA R. BADIOLA**  
Executive Director