



February 23, 2022

MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

**SUBJECT : AMENDED REVIEW AND COMPLIANCE PROCEDURE
IN THE FILING AND SUBMISSION OF SALN**

Attached for your information is the amended Review and Compliance Procedure in the filing and submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connection.

Be guided accordingly.


JULITO M. DIRAY
OIC Administrator

Distribution:

1 - ODA
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Republic of the Philippines
Department of Justice

PAROLE AND PROBATION ADMINISTRATION

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AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES

This is to prescribe the procedures for the submission, review, and compliance of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of all the regular employees of the Parole and Probation Administration (PPA) in compliance with Rule VII of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" and Civil Service Commission (CSC) Memorandum Circular No. 10, s. of 2006, Memorandum Circulars No. 2 and 3, s. of 2013, and the Parole and Probation Administration Review and Compliance Committee which was established under Special Order No. 232, s. 2016 dated May 26, 2016 as amended by Special Order No. 046, s. 2022 dated February 22, 2022 setting the following Guidelines in the review and compliance procedure in the filing of the Statements of Assets, Liabilities, and Net Worth (SALN), to wit:

I. FILING AND SUBMISSION OF SALN

All regular employees are required to observe the following timeline in filing their respective SALN forms to the Personnel Section of the Administrative Division:

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/ her first day of service;
- b. On or before March 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year, so as to provide ample time for the PPA -Review and Compliance Committee to examine the same; and
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/ her last day of office.

Likewise, all regular employees are enjoined to completely and properly fill-out all the applicable information or details in their respective SALN forms. Those which are not applicable should be marked "N/A" (Not Applicable).



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II. DUTIES OF THE PERSONNEL SECTION AND THE AGENCY REVIEW AND COMPLIANCE COMMITTEE

Upon receiving the SALN forms, the Personnel Section shall forward the same to the PPA -Review and Compliance Committee for evaluation and to determine whether the said statements have been properly accomplished. In the event that there are incomplete or improperly filled-out SALN forms, the revisions/ corrections shall be noted and the same shall be returned to the concerned employee. It is the responsibility of the said employee to immediately return the revised/ corrected and complete SALN forms.

The Chairperson of the PPA-Review and Compliance Committee or his/ her authorized representative shall submit to the Head of the Agency, copy furnished the CSC, on or before May 15 of every year, a list of employees in alphabetical order, who:

- a. Summary of List of Filers (Joint Filers, Net Worth, TIN Number)
- b. Certification from PPA- Review and Compliance Committee
- c. Names of Employees who did not file their SALNs

III. DUTY OF THE HEAD OF THE AGENCY

Within five (5) days from the receipt of the aforementioned list, it shall be the ministerial duty of the Head of the Agency or his/ her authorized representative to issue an order requiring those who have incomplete data in their SALN forms to correct/ supply the desired information and those who did not file/ submit to comply within a non-extendible period of thirty (30) days from receipt of said order.

IV. PENALTY

The 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 the immediately preceding paragraph shall be a ground for



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disciplinary action. The Head of the Agency or his/ her authorized representative 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D) (8) of Rule X thereof, with the following penalties:

- First Offense - Suspension of one (1) month and one (1) day to six (6) months
- Second Offense - Dismissal from the service

Public officials and employees who fail to comply within the aforementioned thirty (30) day period or who submit their SALN forms 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 a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Heads of Agencies/ Offices who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from service for the second offense.

This Review and Compliance Procedure of Financial Statements and Disclosures shall take effect immediately and all concerned shall be guided accordingly.


JULITO M. DIRAY
OIC Administrator