



MEMORANDUM CIRCULAR NO. 2018- 024
Series of 2018

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

1. Review Process

- 1.1 All officers and employees shall submit the accomplished SALN Forms in triplicate to the internal repository (HRMD/Admin. & Finance Division).
- 1.2 The HRMD/Admin. & Finance Division shall require the officer/employee to completely accomplish the SALN Forms and mark with "N/A" or "Not applicable" those that do not apply.
- 1.3 The HRMD /Administrative Division, shall submit to the PCIC SALN Review and Compliance Committee on or before April 30 of every year a Report containing the list of officers and employees, in alphabetical order, who: (a) filed their SALNs with complete data; (b) filed their SALNs but with incomplete data; and (c) did not file their SALNs. The Report shall likewise indicate any findings as a result of HRMD's initial evaluation.
- 1.4 The PCIC SALN Review and Compliance Committee shall review the Report and recommend to the PCIC President the issuance of a compliance order to incomplete and non-compliant officers and employees within five (5) days from receipt thereof to complete the submitted SALN Forms and to put the officer and employee's initials to corrections made in the Forms.
- 1.5 If the officer and employee fails to submit his/her SALN within the prescribed period of five (5) days, the PCIC SALN Review and Compliance Committee shall recommend to the PCIC President to issue a Show-Cause Order to the officer or employee. The PCIC SALN Review and Compliance Committee shall likewise evaluate the response to the Show-Cause Order and recommend to the PCIC President the filing of appropriate administrative charges when evidence so warrants. The PCIC President shall direct the matter to the Grievance Committee for appropriate action.

2. Sanctions

Failure of an officer or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No. 1300174 dated January 24, 2013 shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.



ATTY. JOVY C. BERNABE
President