

Magawaran ng Agnayang Panlabas



Department of Foreign Affairs

DEPARTMENT ORDER NO. 14 - 2013

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)  
AND ESTABLISHMENT OF THE SALN REVIEW AND COMPLIANCE COMMITTEE**

Pursuant to the provisions of the Philippine Constitution and Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, the Civil Service Commission (CSC) issued rules and regulations on the form and submission of the Statement of Assets, Liabilities and Net Worth (SALN).

In compliance with the CSC Resolution No. 1300173 dated 24 January 2013, CSC Memorandum Circular No. 10, series of 2006 as amended by CSC Memorandum Circular No. 3, series of 2013, the Department shall be guided by the following:

Section 1. Adoption of New SALN Form and its Guidelines

The Department hereby adopts the attached new SALN Form (**Annex A**) and the Guidelines in accomplishing said form as provided in CSC Resolution No. 1300173 dated 24 January 2013 (**Annex B**).

Section 2. Officers Authorized to Administer the Affirmation or Oath for the SALN

The affirmation or oath for the SALN of DFA Personnel may be administered by any of the following officers in accordance with Section 41 of the Administrative Code as amended by Section 2 of Republic Act 6733:

1. Secretary of Foreign Affairs
2. Chiefs of Mission, Class I and II
3. Career Ministers
4. Foreign Service Officers (FSO), Class I and II

For Regional Consular Offices (RCOs) and Satellite Offices (SOs) where there is no FSO II or higher, the affirmation or oath for the SALN of DFA Personnel may be administered by a notary public duly commissioned for the area of the RCO/SO.

For Foreign Service Posts (FSPs) where there is no FSO II or higher, a FSO III or IV may administer the affirmation or oath for the SALN pursuant to the consular commission of said officer to perform notarial functions at Post.

### Section 3. Regular Notice to Department Personnel

- A. The Records and Information Unit of the Office of Personnel and Administrative Services (RIU-OPAS) shall prepare a Memorandum Order for release on the last week of November notifying all Home Office Units, RCOs, SOs, attached offices and FSPs on the filing and submission of the SALN for the current year in accordance with CSC rules and regulations, applicable administrative issuances and Philippine laws. The Memorandum Order shall include details regarding latest CSC circulars, if any, schedules and procedures that will facilitate the submission of the SALN forms or their review, and transmittal to the concerned offices.

### Section 4. Timely Submission of the SALN and Filing with the Proper Official

- A. All Department officials and employees in the Home Office, RCOs, SOs, attached offices and FSPs, including casual and contractual employees, shall file their SALNs and Disclosure of Business Interests and Financial Connections with their respective Administrative Officers:
1. Within thirty (30) days after assumption of office, statements 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 service, statements of which must be reckoned as of his/her last day of office.
- B. Department officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. The SALNs must be filed in three (3) originals or one (1) original with two (2) certified true copies. The Administrative Officers shall submit the SALNs to the RIU-OPAS.
- C. Honorary consular officials, outsourced personnel, contract-of-service personnel, and other persons providing services to the Home Office, RCOs, SOs, attached offices and FSPs through independent contractors and who are not considered as employees of the Department are not required to file SALNs.

### Section 5. Establishment of the SALN Review and Compliance Committee

A SALN Review and Compliance Committee (SALN Committee) is established with the following composition:

- Chairperson – Assistant Secretary, OPAS  
Members – Personnel Management Division (PMD) Representative  
– Records and Information Unit (RIU) Representative

The SALN Committee may invite, as resource persons, representatives from the Office of the Legal Affairs (OLA), Internal Audit Service (IAS), and other concerned offices who may render needed advice or assistance.

The Chairperson shall select the members of the SALN Committee who, preferably, have undergone training conducted by the CSC on SALN compliance. Employees with pending administrative, civil or criminal case are disqualified from being members of the SALN Committee. The SALN Committee shall be guided by the applicable CSC issuances and related Philippine laws in reviewing the submitted SALNs. The SALN Committee may adopt its internal rules of procedure, in accordance with this Order and civil service rules and regulations.

#### Section 6. Functions of the SALN Review and Compliance Committee

The SALN Committee shall perform the following functions:

- A. Upon receiving the SALN forms, the SALN Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).
- B. The committee shall submit to the heads of Home Office Units, RCOs, SOs, attached offices and FSPs, copy furnished the CSC, on or before May 15 of every year a list of employees in alphabetical order, who:
  - (1) filed their SALNs with complete data;
  - (2) filed their SALN but with incomplete data; and
  - (3) did not file their SALNs.
- C. Within five (5) days from receipt of the aforementioned list and recommendation, the SALN Committee shall 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-extendible period of thirty (30) days from receipt of the said Order.
- D. The SALN Committee shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:
  1. To the Office of the President, the SALNs of the Secretary, Undersecretaries, Assistant Secretaries, and officers appointed by the President of Philippines;
  2. To the Civil Service Commission, the SALNs of all other employees of the Department who are not appointed by the President.

- E. The SALN Committee shall submit an annual report to the Secretary through the Undersecretary for Administration on the compliance by the Department personnel with the SALN requirements.

#### Section 7. Sanctions for Failure to Comply

The following sanctions shall apply in case of non-compliance:

- A. Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period under Section 6 hereof shall be a ground for disciplinary action. The SALN Committee 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 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

- B. Public officials and employees who fail to comply within the thirty (30) day period required under Section 6 hereof or who submit their SALNs 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.

- C. Heads of agencies/offices and Head of Personnel who fail to comply with the provisions shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

#### Section 8. Separability Clause

If any part of this Order is declared contrary to law or unconstitutional by competent authority, the other parts not covered by such declaration shall remain in full force and effect.

Section 9. Repealing Clause

All other Department issuances or parts thereof inconsistent with the provisions of this Order are hereby repealed or amended accordingly.

Section 10. Effectivity

This Order shall take effect fifteen (15) days from the date of filing thereof with the Office of the National Administrative Register (ONAR) of the UP Law Center.



ALBERT F. DEL ROSARIO  
Secretary of Foreign Affairs

Pasay City, JUL 01 2013



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE ORDER NO. 1121 - 2019

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Pursuant to Department Order No. 14-2013 on the Submission of Statement of Assets, Liabilities and Net Worth (SALN), the SALN Review and Compliance Committee shall be composed of the following:

Chairperson

Assistant Secretary Antonio A. Morales, HRMO

Members

Acting Director Rapunzel A. Acop, HRMO-PRMD  
Ms. Nancy S.J. San Juan, PRMD-RMS

The above-mentioned officers shall review and certify the submitted SALN of all personnel from the Home Office and all Foreign Service Posts, in accordance with the review and compliance procedure in the filing and submission of SALN pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on 04 March 2013).

This Order amends Office Order No. 149-2019 dated 01 February 2019.

This Order shall take effect immediately.

J. EDUARDO MALAYA  
Undersecretary

AUG 28 2019

CERTIFIED TRUE COPY  
DEPARTMENT OF FOREIGN AFFAIRS  
Office of the Secretary

AUG 29 2019  
  
HERACLEA P. CALISIN  
Signing Officer