

**HRASD ADVISORY NO. 2020-018**  
30 July 2020

**FOR** : All PSALM Officials and Employees

**SUBJECT** : Submission of Statement of Assets, Liabilities and Net Worth (SALN) for CY 2019

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All PSALM officials and employees are enjoined to declare and submit a true, detailed and sworn Statement of Assets, Liabilities and Net Worth (SALN) for CY 2019 (as of 31 December 2019), including disclosure of business interests and financial connections, and identification of relatives within the fourth degree of consanguinity and affinity, who are also in government service.

**LEGAL BASES**

1. Rule VII of the RULES<sup>1</sup> requires public officials and employees to accomplish and file under oath their SALN and disclosure of business interests and financial connections, including those of their spouses and unmarried children under eighteen (18) years of age living in their households.
2. Section 4 of CSC Resolution No. 060231 dated 01 February 2006 states that the failure of an official or employee to correct/submit his/her SALN in accordance with the guidelines and procedures and within the time frame given pursuant to the directive in Section 3 hereof, shall be a ground for administrative disciplinary action, with the corresponding penalties under Section 46(D)(8) Rule X of the RRACCS<sup>2</sup>:
  - 1<sup>st</sup> Offense - Suspension of one (1) month and one (1) day to six (6) months; and
  - 2<sup>nd</sup> Offense - Dismissal from the service
3. CSC Resolution No. 1300173 dated 24 January 2013 which specifies the Guidelines in the Filling Out of the SALN Form beginning 2012 thereafter.
4. Civil Service Commission (CSC) Memorandum Circular (MC) No. 04, series of 2016 and CSC Resolution No. 1500088 promulgated on 23 January 2015, provide the use of the revised form of the SALN for year 2016 onwards.
5. CSC MC No. 13, s. 2020 and CSC Resolution No. 2000603 promulgated on 22 June 2020 re Filing and Submission of the Revised SALN Form for the Year 2020 during the state of public health emergency.

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<sup>1</sup> Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (RULES)

<sup>2</sup> Revised Rules on Administrative Cases in the Civil Service (RRACCS)

## PROCEDURES

In accomplishing the SALN form, kindly observe the following:

1. Accomplish the revised SALN form which may be accessed through [\\Psalmsrvfs\hrd\\_employees\SALN\FORMS](#). The form may either be handwritten, computerized or typewritten provided that the signature is original. If the form is accomplished by handwriting, the declarant is required to write legibly.
2. **Do not leave blank spaces.** Fill-in all applicable information. Otherwise, mark items with "N/A" or "not applicable". All forms not fully-filled out will be returned to the declarant.
3. **Refrain from making any adjustments** on the form. Additional sheets may be used, if necessary. No unnecessary markings shall be made on the form.
4. **Page numbers shall be indicated** in the bottom part of every page in order to prevent unauthorized insertions or pulling out of pages.
5. Regardless of the status of filing, the **declarant shall cause his/her spouse to sign the SALN.** In case of non-compliance with the signature of the spouse, an **explanation should be attached** to the SALN Form.

In accordance with PSALM's implementation of flexible alternative working arrangement during the community quarantine period in light of the COVID-19 pandemic, **soft copies** of the duly accomplished forms must be submitted to the Review and Compliance Committee (RCC), thru the Human Resources Management and Development Division (HRMDD), for review.

Submissions must be made as a group by department/division. The same shall be accompanied by a summary sheet in HRMDD's prescribed format. The HRMDD **shall not accept individual soft copy submissions of the SALN.** The Department shall designate a ***SALN Focal Person*** who shall be responsible for the complete uploading of accomplished SALN forms in the designated folder for their cost center and preparation of SALN Summary. The Department Manager shall inform HRMDD of their designated *SALN Focal Person* in order for the latter to be granted with access rights to the designated folder.

In order to have an orderly and efficient tracking of SALN for review, the *SALN Focal Persons* are advised to save the soft copies of duly accomplished SALN forms, using this filename format: SALN-SURNAME, in the folder designated for their cost center. Likewise, they have to inform the RCC via email, through [jtclazaro@psalm.gov.ph](mailto:jtclazaro@psalm.gov.ph) and [aclinco@psalm.gov.ph](mailto:aclinco@psalm.gov.ph), if they have already saved the soft copies of the duly accomplished SALN forms in their cost center's designated folder.

Consistent with CSC Resolution No. 1300455 dated 04 March 2013 which allows the RCC to evaluate the submitted SALN to determine whether the same is submitted on time, complete and in proper form, please wait for the RCC's confirmation notice before you finalize and/or print your SALN forms for final submission.

During the state of public health emergency and consistent with CSC Resolution No. 2000603 dated 22 June 2020, the online oath taking and filing or transmission of a duly executed SALN shall be allowed, subject to the following guidelines:

1. Upon RCC's release of the reviewed SALN to PSALM employees, an electronic meeting shall be scheduled between the Vice President of Corporate Services Group (VP-CSG), PSALM's authorized Administering Officer and the Declarant via Communication Technology<sup>3</sup> (e.g. WebEx, Zoom or Skype).
2. The VP-CSG reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
3. The Declarant execute the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided, that the execution or placing of signature is done within the sight of VP-CSG.
4. On the same day, the Declarant transmits a copy of the Original to the RCC via fax or electronic means. The Original shall refer to the electronic SALN or physical SALN. A copy of physical SALN refers to its scanned copy.
5. The RCC will transmit the Original to the VP-CSG. She may use electronic signature or wet ink signature in acknowledging the SALN.
6. Upon completion/signing, the RCC shall transmit the SALN back to the Declarant for his/her personal copy.
7. The VP-CSG is required to record and submit a list of online oath taking she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting.
8. In terms of online filing or transmission, the Declarant whether on Work-from-Home arrangement or physically reporting at the PSALM office, may submit, through electronic means, a duly executed SALN to the concerned department. The Declarant shall also note that when a filing is done through online transmission, the SALN must be in **Portable Document Format (PDF)**. A "duly executed SALN" refers to a SALN that is personally signed under oath before an administering officer of notary public, or that executed through online oath taking.

The RCC, thru the HRMDD shall perform the following:

1. Upon review, the RCC, thru the HRMDD, shall return the forms to the declarants thru email. If incomplete, the declarant is required to comply with the RCC's instructions. If the form is found complete and properly filled up, the declarant has the option to transmit it in hard or soft copies. If hard copy, the declarant must prepare the form in **three (3) copies** (Copy 1: CSC; Copy 2: HRMDD; Copy 3: Declarant's Copy).

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<sup>3</sup> Communication Technology is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.

2. Hard or soft copies of the duly accomplished forms shall be submitted to the RCC, thru the HRMDD, **on or before the given deadline or upon resumption of office**, whichever comes first. The HRMDD shall then submit the SALN forms to the VP for CSG consistent with Office Order No. 2020-074 dated 29 June 2020 (Designation of Administering Officer) for administration of oath.
3. The RCC shall prepare a list of employees in alphabetical order based on the following classifications and submit them to the head of the agency, copy furnished the Civil Service Commission:
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs with incomplete data; and
  - c. Those who did not file their SALNs.

Within five (5) days from receipt of the aforementioned list and recommendation, the Head of the Agency shall issue a Compliance Order requiring officials and employees with incomplete data on their SALN, and those who failed to submit their SALN on time to comply within a non-extendable period of thirty (30) days from receipt of the compliance order.

For further instructions and guidelines in filling-out the form, please refer to CSC Resolution No. 1300173 dated 24 January 2013 which may be accessed through [\\psalmsrvfs\HRD\\_Employees\SALN\FORMS\References](\\psalmsrvfs\HRD_Employees\SALN\FORMS\References).

**SCHEDULE OF SUBMISSION:**

Deadline	Activity
03 to 07 August 2020	Submission of soft copies of SALN to the RCC, thru the HRMDD, for review.
10 to 14 August 2020	RCC's release of the reviewed SALN to PSALM employees thru the HRMDD
17 to 28 August 2020	Submission of PSALM employees of SALN to the RCC, thru the HRMDD, and transmittal of the same to OVP-CSG for the administering of oath or scheduling of electronic meeting for the online administering of oath.

Compliance with the SALN requirement forms part of the good governance conditions for the grant of Performance-Based Bonus under the guidelines of the Governance Commission for GOCCs (GCG), hence all Department Managers are enjoined to ensure full compliance of their staff to this Advisory.

For guidance and strict compliance.



**ROWENA M. TOLENTINO**