



Republic of the Philippines
Department of Science and Technology
Philippine Science High School System
OFFICE OF THE EXECUTIVE DIRECTOR
Agham Road, Diliman, Quezon City
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September 30, 2019

MEMORANDUM № 162

TO : All PSHS System Officials and Employees

SUBJECT : Review and Compliance Procedures in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC)

In compliance with the Inter-Agency Task Force Memorandum Circular No. 2019-1 dated September 3, 2019¹, attached is the PSHS System Review and Compliance Procedures in the filing and submission of SALN and DBIFC.

For information, guidance and compliance of all concerned.

Very truly yours,


LILIA T. HABACON
Executive Director

¹ Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016



**REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION
OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND
DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS
(DBIFC)**

1.0 OBJECTIVE

1.1 To ensure the PSHS System's compliance with the requirement to accomplish and file under oath their Statement of Assets and Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections pursuant to RA 6713 "Code of Conduct and Ethical Standards for Public Officials and Employees."

2.0 SCOPE

All PSHS System public officials and employees occupying regular *plantilla* positions as well as those under temporary status, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers or casual or temporary and contractual workers.

3.0 POLICIES

3.1 Rule VIII of the Rules Implementing RA 6713 mandated the establishment of procedures for the review of the SALN to determine if it has been properly accomplished, designate officials authorized to render any opinion interpreting the provisions on the review and compliance procedures and determine whether a statement has been properly filed.

3.2 Pursuant to CSC Resolution No. 1300455 Re: Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) a SALN Review and Compliance Committee (Committee) is constituted in the Office of the Executive Director and the PSHS Campuses. The Committee is authorized to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form;

4.0 PROCEDURES

<u>Responsibility</u>	<u>Activity</u>
Executive Director/ Campus Director	1. Constitute a SALN Review and Compliance Committee in accordance with

CSC Resolution No. 1300455 promulgated on March 4, 2013.

All PSHS System public officials and employees occupying regular *plantilla* positions, as well as officials and employees under temporary status except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers

2. Fill in all applicable information and/ or make a true and detailed statement in their SALNs. Items not applicable to the filer should be marked N/A (Not applicable).

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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 filer's next or succeeding SALN.

3. File under oath three (3) original copies of their SALNs and Disclosure of Business Interests and Financial Connections to the Finance and Administrative Division (FAD) Chief/ Supervising Administrative Officer (SAO) for the PSHS Campuses within:

- a. Thirty (30) working days after assumption of office, statements of which must be reckoned as of his/her first day of service;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of December 31 of the preceding year.
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/ her last day of office.

In case husband and wife are both required to file their SALN and they prefer to submit via joint filing, the original or a certified true copy shall be submitted.

Executive Director,
Campus Directors or
those authorized by
the Head of Agency

4. Administer the oath required in the SALN Form.