



Republic of the Philippines  
**Department of Environment and Natural Resources**  
**MINES AND GEOSCIENCES BUREAU**  
**Cordillera Administrative Region**

80 Diego Silang St., Baguio City 2600

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## MEMORANDUM

**TO :** TO ALL EMPLOYEES  
MGB - CAR

**FROM :** THE OIC, REGIONAL DIRECTOR  
Mines and Geosciences Bureau-CAR  
Diego Silang St., Baguio City

**SUBJECT :** GUIDELINE IN THE REVIEW AND COMPLIANCE PROCEDURE  
IN THE FILING SUBMISSION OF STATEMENT OF ASSETS,  
LIABILITIES AND NETWORTH (SALN)

**DATE :** July 19, 2018

Pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolution Nos. 1300455 and 1500088 on the Review and Compliance Procedure of SALN.

- a. All Plantilla-Based Personnel shall file under oath their SALN with the Human Resource Management Unit (HRMU), to wit
  1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of Office;
  2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
- b. Employees are strictly required to fill in all applicable information and/or make a true detailed statement in their SALNs. Items not applicable should be marked (not applicable)

There shall be a designated Review and Compliance Committee to receive, through the HRMU and to evaluate if the same has been submitted on time, complete and in proper form and render opinion interpreting the provisions on review and compliance procedure in filing thereof.

The Review and Compliance Committee shall prepare a list of the following employee in alphabetical order to be submitted to the head of agency before April 30 of every year:

- a. Those who filed their SALNs with complete data
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

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Office of the Regional Director/Finance and Administrative Division – 63 74 442 6392; ICT – 63 74 661 7685; Geosciences Division/Laboratory Section 63 74 304 2500; Mine Management Division - 63 74 304 3068 (Monitoring and Technical Services Section/Mining Tenement Evaluation/Mineral Lands Survey Section); Mine Safety Environment and Social Development Section – 63 74 304 2595; Social Development Section/Environment Section 63 74 304 2530



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Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Regional Director to 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-extendable period of three (3) days from receipt of said order.

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 succeeding SALN.

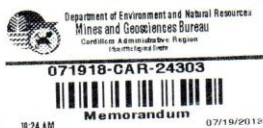
Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive shall be ground for disciplinary action. The Regional Director shall issue a show – cause order directing the official or employee concern to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceeding pursuant to the 2017 Revised Rules of Administrative Case in the Civil Service. The offense for failure to file SALN shall be:

- 1<sup>st</sup> offense – Suspension for one (1) month and one (1) day to six (6) months
- 2<sup>nd</sup> offense – Dismissal from the service

The HRMU shall transmit all original copies of the SALNs received to the concerned offices on or before April 30 of every year.

For information and guidance.

*FAY W. APIL*  
**FAY W. APIL**



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