



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City P.O. Box 2582, Q.C.
Tel. Nos. 8920-8573, 8441-1601, 8922-3368
E-mail add: fpacentral77@gmail.com | Website: <http://fpa.da.gov.ph>

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OFFICE ORDER
NO. 18
Series of 2020

SUBJECT : GUIDELINES ON REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

Whereas, Article XI Section 17 of the 1987 Philippine Constitution provides that a public office or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of this assets, liabilities and net worth;

Whereas Section 10 Republic Act No. 6713, otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolution Nos. 1300455 and 1500088 require the establishments and conduct of an agency review and compliance procedure for submission of SALN;

Whereas, foregoing premises considered, the Fertilizer and Pesticide Authority (FPA) hereby adopts the following guidelines to institutionalize a review and compliance procedures for the submission of SALN, to wit:

1.0. PURPOSE

This office order is issued to provide guidelines in the review and compliance procedures for the submission of SALN of FPA officials and employees pursuant to existing laws and pertinent CSC issuances.

2.0. COVERAGE

These guidelines cover all officials and employees assigned in the Central Office and those assigned in the different Field Units (FUs), whether appointive, permanent, co-terminous with incumbent, and co-terminous with the official to be served.

3.0. GUIDELINES

3.1. FILING AND SUBMISSION OF SALN

3.1.1. All Plantilla-Based Personnel shall file ***under oath*** their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management (HRM) Section, to wit:

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- 3.1.1.1. Within (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
- 3.1.1.2. On or before March 31 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- 3.1.1.3. Within thirty (30) days after separation from service, statement of which must be reckoned as of his/her last day of office.

3.1.2. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be should be marked "N/A" (not applicable).

3.2. COMPOSITION AND FUNCTION OF THE FPA REVIEW AND COMPLIANCE COMMITTEE FOR THE SUBMISSION OF SALN

Review and Compliance Committee for SALN shall be created to ensure administrative efficiency with the following composition:

Chairperson / Alternate	:	Chief Administrative Officer/ Supervising Administrative Officer
Members	:	Administrative Officer V (HRMO III) Administrative Officer IV (HRMO II)

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the Human Resource Management (HRM) Section on or before April 15 of every year.

- 3.2.1. Those who filed their SALN with complete data;
- 3.2.2. Those who filed their SALN but with incomplete data; and
- 3.2.3. Those who did not file their SALN.

3.3. MINISTERIAL DUTY OF THE HEAD OF THE HRM SECTION TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation from the Chairperson of the SALN Review and Compliance Committee, it shall be the ministerial duty of the Head of the HRM Section to issue order requiring those who have incomplete data in their SALN to correct/supply the information and those who did not file/submit their SALN to comply within a non-extendable period of five (5) days from the receipt of the said order.

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Assets and/or properties acquired, donated or transferred for particular year, but were not declared on their 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 next or succeeding SALN.

3.4. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A COMPLIANCE ORDER

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. From the recommendation of the Chairman of the SALN Review and Compliance Committee, a compliance order shall be issued directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, the conduct of administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service shall commence. The offense for failure to file SALN shall be.

1st offense – Suspension for one (1) month and one (1) day to six (6) months

2nd offense – Dismissal from the service

3.5. TRANSMITTAL OF ALL SUBMITTED SALN TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30 OF EVERY YEAR

The Human Resource Management (HRM) Section shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

4.0. REPEALING CLAUSE

All issuances inconsistent with this Order are deemed repealed or modified accordingly.

5.0. EFFECTIVITY

The guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.


WILFRIDO C. ROLDAN
Executive Director

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