



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**FERTILIZER AND PESTICIDE AUTHORITY**

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Office Order No. 14  
Series 2018

**SUBJECT : GUIDELINES ESTABLISHING A STANDARD REVIEW AND COMPLIANCE  
PROCEDURE FOR THE SUBMISSION OF STATEMENT OF ASSETS,  
LIABILITIES AND NETWORTH (SALN)**

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**1.0 BACKGROUND**

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

The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System issued on May 28, 2018 Memorandum Circular No. 2018-1 establishing the guidelines on the grant of the Performance-Based Bonus (PBB) for Fiscal Year 2018 under Executive Order No. 80 series of 2012 and Executive Order No. 261 series of 2016;

**2.0 PURPOSE**

This office order is issued to prescribe the guidelines on the review and compliance procedures for the submission of SALN.

**3.0 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.

## 4.0 GUIDELINES

### 4.1 FILING AND SUBMISSION OF SALN

4.1.1. 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:

4.1.1.1. Within (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;

4.1.1.2. On or before March 31 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and

4.1.1.3. Within thirty (30) days after separation from service, statement of which must be reckoned as of his/her last day of office.

4.1.2. 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 marked "N/A" (not applicable).

### 4.2 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 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 March 31 of every year.

- 4.2.1. Those who filed their SALN with complete data;
- 4.2.2. Those who filed their SALN but with incomplete data, and
- 4.2.3. Those who did not file their SALN.

#### **4.3 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.

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.

#### **4.4 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**

**4.5 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.

**5.0 REPEALING CLAUSE**

All issuances inconsistent with these Guidelines are deemed repealed or modified accordingly.

**6.0 EFFECTIVITY**

The guidelines shall take affect immediately.

  
**WILFREDO C. ROLDAN**  
Executive Director