

# TESDA CIRCULAR

<b>SUBJECT: Review and Compliance Procedure on the Filing and Submission of Statements of Assets, Liabilities and Net Worth (SALN)</b>		Page 1 of 3 page/s Number <u>096</u> , Series of 2020
<b>Date Issued:</b> January 31, 2020	<b>Effectivity:</b> Immediately	<b>Supersedes:</b>

## I. RATIONALE/BACKGROUND

Section 17, Article XI of the 1987 Philippine Constitution provides that any public officer or employee shall declare under oath his/her assets, liabilities, and net worth. This is supported by Section 8 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolutions Nos. 13000455 and 1500088, relative to the filing and submission of Statement of Assets, Liabilities and Net Worth (SALN).

## II. OBJECTIVES

1. To establish procedures in the processing, review of the contents, and safekeeping of the sworn statement of assets, liabilities and net worth (SALN) of all TESDA officials and employees; and
2. To ensure that the SALN forms are complete, accomplished properly, and submitted on time.

## III. COVERAGE

The filing and submission of SALN shall cover all TESDA officials and employees holding plantilla positions.

## IV. GUIDELINES

1. A memorandum shall be issued every year to set the deadline, which shall not be later than February 28, for the annual submission of SALN of all TESDA officials and employees as of December 31 of the previous year.
2. The duly accomplished SALN shall be submitted to the Human Resource Management Division – Administrative Service (HRMD – AS) within the set deadline.
3. Upon receipt of the accomplished SALN forms, the HRMD shall evaluate the same within seven (7) days to determine the compliance with the following:
  - a. The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with “N/A” or “not applicable”;

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- b. A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks;
  - c. In case of the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN;
  - d. Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages;
  - e. Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.
4. The HRMD – AS shall submit to the Director General thru the Review and Compliance Committee (RCC) on or before 15 April of every year a Preliminary Report containing the list of employees, in alphabetical order, who:
    - a. Filed their SALNs with complete data;
    - b. Filed their SALNs but with incomplete data; and
    - c. Did not file their SALNs.
  5. The RCC shall review the preliminary report and prepare a memorandum to be signed by the Director General requiring those who have incomplete data in their SALN to provide the desired information and those who did not submit their SALN to comply within five (5) days from receipt of said memorandum.
  6. A final report on the submission of SALN including those who have complied with the memorandum referred to in Item 5 hereof shall be prepared to be submitted to the Director General thru the RCC.
  7. The Chief Administrative Officer of HRMD – AS shall administer the oath for the SALNs of all employees.
  8. The HRMD – AS shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the following government agencies:

Position	For transmittal to
Director General	Office of the President & Office of the Ombudsman



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Deputy Directors General, Executive Directors, Directors IV and other officials and employees of the Central Office	Civil Service Commission (CSC, Main Office) & Office of the Ombudsman
Regional Offices officials and employees	Office of the Deputy Ombudsman / CSC Regional/Field Office in their respective regions

9. TESDA Regional and Provincial Review and Compliance Committees shall establish their own internal review and compliance procedure consistent with the guidelines established by the RCC – TESDA Central Office.
  
10. Failure to correct/submit the SALN within the given period as provided under Item 5 hereof shall be a ground for disciplinary action. The Director General shall issue a show-cause order directing the concerned employee to submit his/her explanation in writing.
  
11. If evidence warrants, the appropriate administrative proceeding shall be initiated in accordance with the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).
  
12. Non-submission of SALN shall be punishable under Section 50, (D)(8) of Rule X, 2017 RACCS, as follows:

<b>First Offense</b>	Suspension for one (1) month and one (1) day to six (6) months
<b>Second Offense</b>	Dismissal from the service

This circular shall take effect immediately and shall amend/supersede/ revoke any other issuances inconsistent herewith.



**SEC. ISIDRO S LAPEÑA, PhD, CSEE**  
Director General

