

**OFFICE ORDER NO.** 24-D-449

Series 2024

30 September 2024

**SUBJECT : Guidelines in the Review and Compliance Procedures in the Filing and Submission of SALN**

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### **I. Objective and Legal Bases**

This Order is issued to prescribed the procedures for the submission, review, and compliance of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections of all regular employees of the Construction Industry Authority of the Philippines and its Implementing Boards in compliance with the following legal bases:

- i. Article XI Section 17 of the 1987 Philippine Constitution;
- ii. Rule VII of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees and Section 8 of the Republic Act No. 6713;
- iii. Section 7 of R.A. No. 3019, otherwise known as "Anti-Graft and Corrupt Practices Act";
- iv. Civil Service Memorandum Circular No. 10, s. 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections";
- v. CSC Resolution No. 1300455 dated 04 March 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)", and
- vi. Other existing and applicable.

### **II. Filing and Submission of SALN**

- a. All Plantilla-based personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative, Financial and Management Division (AFMD) – Personnel Section, to wit:
  - i. Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of office;
  - ii. On or before 31 March of every year thereafter, statements of which must be reckoned as of the end of the preceding year, to give time for the CIAP-RCC to review and evaluate the completeness of data as required in the SALN form;
  - iii. Within thirty (30) days after separation from the office, statement 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 and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).



### III. Persons Authorized to Review and Evaluate the Submitted SALN

1. This Order designates the following personnel as the CIAP Review and Compliance Committee (RCC), to receive, through the AFMD-Personnel Section, 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 procedures in the filing thereof:

Chairperson : RUFINO H. TIVIDAD  
Chief Administrative Officer, AFMD

Members : PRECELA T. MARQUEZ  
Administrative Officer IV (HRMO II), AFMD

RON ALBERT R. DEL CASTILLO  
Administrative Officer II (HRMO I), AFMD

2. The CIAP-RCC shall have the following functions:
  - a. issue the necessary advisories and guidelines in accomplishing the SALN;
  - b. receive the SALN of CIAP officials and employees;
  - c. evaluate the SALN if the same has been submitted on time, complete and in proper form;
  - d. issue compliance and/or memorandum to employees who fail to accomplish or file to accomplish or file SALN properly, or who do not file the SALN, and prescribe the appropriate deadline; and
  - e. prepare the list of employees in alphabetical order and submit to the CIAP Executive Director/Officer-in-Charge, copy furnished the CSC following the prescribed statutory deadlines.
3. The AFMD-Personnel Section shall remain as the unit responsible for submitting the original copies of the SALN to CSC on or before the statutory deadline, and shall retain copies of the SALN in the respective employee's 201 files.

### IV. Guidelines and Instructional Procedures in Filing and Submission of SALN

1. Upon receiving the accomplished SALN forms, the AFMD-Personnel Section shall forward the same to the CIAP-RCC for evaluation and to determine whether the said statements have been properly accomplished. In the event that there is incomplete or improperly filled-out SALN forms, the revisions/corrections shall be noted and the same shall be returned to the concerned employee. It is the responsibility of the said employee to immediately return the revised/corrected and completed SALN forms.
2. The Chairperson of the CIAP-RCC or his/her authorized representative shall prepare a list of the following employees, in alphabetical order to be submitted to the CIAP Executive Director/Officer-in-Charge, copy furnish the Civil Service Commission, on or before May 15 of every year:
  - a. Employees who filed their SALNs with complete data;
  - b. Employees who filed their SALNs but with incomplete data; and
  - c. Employees who did not file their SALNs.





The list shall also include the following:

- a. Joint Filers, Net Worth, and TIN Number of the employees;
  - b. Reasons for non-filing of SALNs; and
  - c. Certification of CIAP-RCC pertaining to the Summary List of Filers and that the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on 04 March 2013).
3. Within five (5) working days from the receipt of the aforementioned list, it shall be the ministerial duty of CIAP Executive Director or his/her authorized representative to issue an order requiring those who have incomplete data in their SALN forms to correct/supply the desired and necessary information, and those who did not file/submit to comply within a non-extendable period of fifteen (15) calendar days from the receipt of said order.
4. The failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in the immediately preceding paragraph shall be a ground for disciplinary action. The CIAP Executive Director/Officer-in-Charge shall issue a show-cause order directing the concerned official or employee to submit his/her comment or counter-affidavit; and if the evidence warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service.

The offense for failure to file SALN shall be:

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| 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                                     |

5. The AFMD-Personnel Section shall properly file all copies of SALN and receiving copies of submission to CSC in conformity with the CIAP's records management.

## V. Repealing Clause

This Order supersedes Office Order No. 23-350 dated 13 September 2023 on the Guidelines on the Review and Compliance Procedures in the Filing and Submission of SALN

For proper guidance and compliance.



**ATTY. HERBERT DG. MATIENZO, LL.M., MPA**  
Acting Executive Director, CIAP

