



**MEMORANDUM ORDER No.** 008 of  
Series of 2024

**SEP 24 2024**

**SUBJECT: Revised NAMRIA Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities, and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections**

**A. REFERENCES:**

1. CSC MC No. 6, s. 2021, *Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances*;
2. NAMRIA Memorandum Order No. 005, Series of 2023, *Revised NAMRIA Review and Compliance Procedure on the Submission of SALN and Disclosure of Business Interests and Financial Connections*;
3. Section 10 of Republic Act No. 6713, otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*;
4. CSC MC. No. 03, s. 2015, *Amendment to CSC MC No. 2, s. 2013 (Revised SALN Form)*;
5. CSC Resolution No. 1300455 dated 04 March 2013 re: *Review and Compliance Committee for the Statements of Assets, Liabilities, and Net Worth (SALN)*;
6. CSC Resolution No. 1300174 dated 24 January 2013 re: *Amendment to Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (CSC Resolution No. 060231 dated February 1, 2016)*;
7. CSC Resolution No. 1300174, re: *Amendment to CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form and*;
8. RA 6713, Sec. 8.

**B. OBJECTIVE and DECLARATION OF POLICY**

As a declared policy under the 1987 Philippine Constitution and as mandated under Republic Act No. 6713, public officials and employees are required, upon assumption of office and during such period as may the law

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require, to accomplish and submit declarations under oath their assets, liabilities, and net worth and financial and business interests, including those of their spouses and unmarried children below eighteen (18) years of age living in their households.

Being endowed with public interest, it is the duty of public servants to exhibit transparency and accountability at all times while in the government service. To this end, these NAMRIA Guidelines on the Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities, and Net Worth (SALN) are hereby promulgated.

### **C. COVERAGE**

These Guidelines shall cover all Plantilla-Based Personnel, regardless of employment status, position, or designation.

### **D. GENERAL GUIDELINES**

1. There shall be a ***NAMRIA SALN Review and Compliance Committee***. The Committee shall review the SALNs by the officials and employees in terms of timely submission, completeness of the accomplished prescribed format, as well as to render opinion interpreting the provisions on the review and compliance procedures in the filing thereof.
2. The Committee shall be composed of the following:

|                                            |   |                         |
|--------------------------------------------|---|-------------------------|
| <b>Director, Support Services Branch</b>   | - | <b>Chairperson</b>      |
| <b>Chief, Administrative Division</b>      | - | <b>Vice-Chairperson</b> |
| <b>Chief of Staff</b>                      | - | <b>Member</b>           |
| <b>Chief, Policy and Planning Division</b> | - | <b>Member</b>           |
| <b>HRMS Personnel</b>                      | - | <b>Secretariat</b>      |

### **E. PROCEDURAL GUIDELINES**

1. FILING AND SUBMISSION OF SALN
  - 1.1 All Plantilla-Based Personnel shall file ***under oath*** their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource Management Section (HRMS), to wit:

- a. Within thirty (30) days after assumption of office (for the newly-hired employees), statements of which must be reckoned as of his first day of office;
  - b. On or before February 28<sup>th</sup> of every year thereafter, statements of which must be reckoned from the end of the preceding year;
  - c. Employees who have a scheduled fieldwork or official travel or official Leave of Absence (LOA) that may fall on or overlap with the yearly February 28<sup>th</sup> deadline are directed to submit and file their respective SALNs earlier; and
  - d. Within thirty (30) days after separation from the service, the date of separation of an employee from the service, statements of which must be reckoned from the last day of office.
- 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).
  - 1.3 Furthermore, the Committee shall prepare on or before March 31 of every year, through the HRMS, a list or matrix of employees, in alphabetical order, containing the following:
    - 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.
  - 1.4 The HRMS shall inform the concerned employees listed under letters b and c and their immediate Supervisor/Division Chief to immediately comply to ensure completeness of data and submission of SALNs.
  - 1.5 In case of non-compliance of the employees despite reminders, the NAMRIA SALN Review and Compliance Committee Chairperson shall 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 SALN to comply within a non-extendible period of ten (10) days upon receipt of the said Order.

**F. SANCTIONS**

1. The Administrator shall issue a Show-Cause Order directing the official or employee concerned to submit a justification for his non-compliance with the submission of his SALN. Should evidence or circumstances warrant an administrative investigation, the employee concerned shall be proceeded against through the NAMRIA Personnel Adjudication Board (NPAB) pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACCS).
2. Failure to submit/file SALNs or correct/supply the needed information when required in accordance with the procedure and within the prescribed periods shall be a ground for disciplinary action. The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule X, RRACCS, with the following penalties:

| <u>COMMISSION</u>                                                                           | <u>PENALTY</u>                                                                                                                                   |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• First Offense</li> <li>• Second Offense</li> </ul> | <ul style="list-style-type: none"> <li>- Suspension for One Month and One Day to Six (6) Months</li> <li>- Dismissal from the Service</li> </ul> |

**G. REPOSITORY AGENCIES:**

The Chief, Administrative Division through the HRMS shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as follows:

| <b>REPOSITORY AGENCY</b>                                                                              | <b>OFFICERS AND EMPLOYEES</b>                            |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Office of the President                                                                               | Administrator/Undersecretary<br>Deputy Administrators    |
| Civil Service Commission<br>Constitution Hills, Batasang<br>Pambansa Complex, Diliman,<br>Quezon City | Other officials and Rank and File<br>employees of NAMRIA |

**H. CERTIFICATE OF COMPLIANCE**

Upon 100% completion of the SALNs, the Chairperson shall submit the Certificate of Compliance to the Administrator for his signature. The

Certificate shall be submitted to the Policy and Planning Division (PPD) as part of the requirements for the Performance Based Bonus (PBB). Likewise, a copy shall also be provided for DENR.

**I. REPEALING CLAUSE**

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

**J. EFFECTIVITY AND IMPLEMENTATION**

This Memorandum Order shall take effect immediately. Let certified copies of this Memorandum Order be furnished to all concerned offices for cascading to all employees and that a scanned copy hereof be posted on the NAMRIA Transparency Seal page.



**Usec. PETER N. TIANGCO, PhD, CESO I**  
Administrator