

OFFICE ORDER No. 09, s. 2022

SUBJECT: Submission of 2021 Sworn Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government and Composition of NBDB Review and Compliance Committee (RCC)

DATE: 18 February 2022

In compliance to the annual filing and submission of SALN of all public officials and employees pursuant to CSC Memorandum Circular No. 6, s. 2021 dated May 24, 2021¹, all NBDB officers and employees except COS and JO/s must submit their **2021 SALN as of December 31, 2021 to AFSD not later than March 15, 2022** and every year thereafter.

Our 100% compliance to the filing of SALN in proper form² and submission to appropriate repository agencies³ within the timelines set is one of the criteria for the grant of the performance-based bonus⁴. To engage all NBDB officers and employees, the guidelines with Question and Answer (Q & A) pamphlet are hereto provided.

A. Filling out of the SALN form

1. Use the prescribed form. The editable soft copy is attached to this email.
2. Fill out the form completely and properly, here are the Dos and Don't's.

Do's	Don't's
✓ Put N/A on all blank spaces.	× Do not alter the form.
✓ Fill it out as-is.	× No deletion or additional lines.
✓ Should you need additional line items and the available line spaces are not enough, please use additional pages.	× Never move the line items in the first page to the 2 nd page.
✓ Ensure accuracy on the amounts you declared and correctness of the totals.	× Not tampered. Put on initials on any erasures or alterations on the face of the form.

3. Imprint original or wet signature/s.
4. Print 3 original copies and back-to-back using long or officio bond paper (8.5 x 13).

B. Administration of Oath/s

The following officers are designated and authorized to administer oaths of the filer/s:

SALN Filer	Administering Officer
Executive Director	Ryan A. Esteban
Directors	OIC, Deputy Executive Director
Division Head	Marie Grace Z. Gomez
All employees	Chief Administrative Officer Administrative and Financial Services Division (AFSD)

¹ CSC Memorandum Circular No. 6, s. 2021 dated May 24, 2021, "Filing and submission of Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances."

² CSC Resolution 1500088 dated January 23, 2015, "Amendment to the the CSC Resolution No. 13000173 (January 24, 2013); Revised SALN Form"

³ OP AO25 IATF Memorandum Circular No. 2021-1 dated October 25, 2021, "Supplemental Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 under EO 80 S. 2012 and EO 20 S. 2016"

⁴ OP AO25 IATF Memorandum Circular No. 2021-1 dated June 3, 2021, "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 Under EO 80 S. 2012 and EO 201 S. 2016"

C. Creation and Composition of SALN Review and Compliance Committee (RCC)

The NBDB RCC for 2021 SALNs and onwards shall compose of the following:

Chair	Charmaine Concepcion G. Capuchino Supervising Administrative Officer
Members	Melody Grace I. Austria Administrative Officer V
	Kim Edward B. Ilagan Administrative Assistant III

The duties and responsibilities of the above-named NBDB SALN RCC are as follows:

1. Review the accuracy of the submitted SALNs and immediately return SALNs with lacking and incorrect details.
2. Monitor the SALN submission of officers and employees.
3. Compile all the evaluated SALNs for 201 File, transmittal and for other legal purposes.
4. Prepare the necessary reports to:
 - a. NBDB Executive Director and CSC as to the percentage of submission compliance not later than every May 15.
 - b. Appropriate repository agencies, OP (April 30) and CSC (June 30) or not later than the deadline set by the said agencies.
5. Enlist and report the officers and employees who failed to submit SALN for the institution of disciplinary action.

D. Administrative Offenses and Penalties⁵

The non-compliance in the submission and misrepresentation in SALN are covered by the Rules in Administrative Cases in the Civil Service, to wit:

1. Non-submission of SALN is under the Violation of Reasonable Office Rules and Regulations (Light Offense) with the corresponding penalties:

Level of Offense	Penalty
1 st Offense	Reprimand
2 nd Offense	Suspension – 1 day to 30 days
3 rd Offense	Dismissal

2. Wrong Information is under Falsification of Official Document (Grave Offense)

Level of Offense	Penalty
1 st Offense	Dismissal

For strict compliance.


CHARISSE AQUINO-TUGADE
Executive Director III


cc: Records
HR

Attachments: SALN Form
Q & A Pamphlet
Guidelines in Filling Out the SALN Form

⁵ CSC Resolution No. 1701077 dated July 3, 2017, Rules on Administrative Cases in the Civil Service (2017 RACCS)