



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
NATIONAL CONCILIATION AND MEDIATION BOARD

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OFFICE ORDER NO. 116
(Series of 2019)

**NCMB Review and Compliance Procedure of
Statements of Assets, Liabilities and Networth (SALN)**

Pursuant to the provisions of Sections 8 and 10 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and CSC Resolutions Nos. 1300455 s. 2013 and 1500088 s. 2015, Office Orders No. 40-A s. 2018 institutionalizing a standard review and compliance procedure for the filing and submission of SALN is hereby revised for the guidance of all concerned.

I. OBJECTIVE

To prescribe a guidelines in the filing, review and submission of SALN of the NCMB officials and employees pursuant to existing laws and pertinent CSC issuances.

II. FUNCTIONS OF REVIEW AND COMPLIANCE COMMITTEE

The NCMB Review and Compliance Committee (RCC) for the Central Office and its Regional Branches created by virtue of Office Order No. 40 dated 03 March 2018 shall perform the following functions:

1. Evaluate the filled-up SALN forms submitted by employees of concerned office/branch to determine the timeliness of submission and the completeness of the information required using the official form;
2. Submit a report to the NCMB Executive Director in accordance with item 4 of the Review Process;
3. Transmit all original copies of the SALNs to concerned offices on or before 30 June of every year, as follows:

Filer	Concerned Office
Executive Director and Deputy Executive Directors	Office of the President copy furnished DOLE HRDS
CO officials and employees with the rank of Director and below	CSC Main Office
Regional officials and employees	Respective Offices of Deputy Ombudsman

4. Resolve issues pertaining to compliance with the submission and filling of SALNs of the Board's employees;
5. Perform such other functions as may be necessary to ensure compliance of the Board with all SALN related concerns.

III. ISSUANCE OF ADVISORY

An Advisory shall be issued not later than 15 February of every year to set the deadline/s for the annual submission of SALN of the Board's officials and employees as of 31 December of the previous year. Said advisory shall remind and update all NCMB officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

IV. FILING OF SALN

1. All regular plantilla officials and employees, except those without service credit or pay and contractual workers, shall submit under oath their SALNs to the Chief/Head of Administrative Division or Unit in three (3) copies, all originally signed by the declarant on or before 15 March of every year. Said deadline shall be imposed regardless of whether the declarant is on leave of absence (e.g. maternity, scholarship, sick, vacation or on absence without leave (AWOL) during the compliance period.
2. In the case of new appointees, the same shall be submitted within thirty (30) days after assumption of office, statements of which must be reckoned as his/her first day of service. SALNs of retirees, on the other hand, shall be submitted within thirty (30) days after separation from the service, statements of which must be reckoned as his/her last day of service.

V. ADMINISTRATION OF OATH

1. The NCMB Executive Director or his/her authorized representative shall administer the oath for the SALNs of all Central Office officials and employees and the Regional Branch Directors/OICs.
2. In the case of Regional personnel with rank of Conciliator-Mediator and below, administration of oath shall be undertaken by the Regional Branch Heads.

VI. REVIEW PROCESS

1. The Administrative Division/Unit of the Central Office and Regional Branches shall forward immediately to the RCC the SALN Forms received.
2. Upon receipt of the accomplished SALN forms, the RCC shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required

therein are provided and those not applicable required information are marked N/A.

3. Furthermore, the RCC shall determine compliance with the following:
 - 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 blacks provided.
 - In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.
 - Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with proper format for pagination.
 - 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. After review and evaluation of the submitted SALN Forms, the RCC in the NCMB Central Office and Regional Branches shall submit its report/list to the Executive Director on 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.
5. The Executive Director, upon receipt of the above-mentioned list, shall issue a Memorandum/Compliance Order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of three (3) days from receipt of said Order.
6. Failure of the officials and employees concerned to correct/submit his/her SALN within the given period shall be a ground for disciplinary action. The Executive Director shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings. The offense of failure to file their SALN shall be made liable for the offense of FAILURE TO FILE SALN which is punishable by the following penalties:

1 st Offense	-	Suspension of one (1) month and one (1) day to six (6) months
2 nd Offense	-	Dismissal from the service
7. The Chief/Head of Administrative Division or Unit shall transmit all original copies of the SALNs received, on or before 30 June of every year, to the concerned offices.

8. The concerned RCC shall ensure that all employees' SALNs are submitted and properly accomplished before submission to concerned offices.

This Order shall take effect immediately and revoke any other issuances inconsistent herewith.



MARIA TERESITA D. LACSAMANA-CANCIO
Executive-Director IV

24 September 2019