

**PRESIDENTIAL COMMISSION FOR THE URBAN POOR  
REVIEW AND COMPLIANCE PROCEDURE ON THE SUBMISSION OF  
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)**

**REFERENCES**

1. Section 10 of the Code of Conduct and Ethical Standards for Public Official and Employees (RA 6713)
2. CSC Resolution Nos. 1300455 and 1500088
3. CSC Memorandum Circular No. 3 s. 2005
4. IATF AO Memorandum Circular No. 2018-1 dated May 28, 2018

**PURPOSE**

To prescribe the procedures to be followed by the SALN Review and Compliance Committee in reviewing the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Conditions to determine whether said statements have been submitted on time, are complete and are in proper form.

**POLICIES**

Government officials and employees occupy positions vested with public trust and are required to put public interest over and above his/her own.

As mandated under Section 8 of RA 6713 (Statement and Disclosures), public officials and employees have an obligation to accomplish and submit declarations under oath, and the public has the right to know, their assets, liabilities, net worth and financial and business interests, including those of their spouses and unmarried children eighteen (18) years of age living in their household.

The primary use of the information on the SALN Forms is to exhibit transparency and accountability while in government service.

**COMPOSITION**

Pursuant to Special Order No. 176-2020 the following are the composition of SALN Review and Compliance Committee.

- |   |   |             |
|---|---|-------------|
| 1. Officer-in-Charge AFD                    | - | Chairperson |
| 2. Chief Research Planning                  | - | Member      |
| 3. Head, Human Resource Management Unit.    | - | Member      |
| 4. Research, Planning & Monitoring Division | - | Secretariat |

## **GUIDELINE ON SUBMISSION**

All officials and employees shall submit their year-end SALN to the HR Unit on or before April 30 of the current year.

Newly hired officials and employees shall submit their SALN within (5) days upon assumption to duty.

Separated officials (thru retirement/resignation/transfer/ shall submit their SALN thirty (30) days prior the date of separation from the service.

## **PROCEDURAL GUIDELINES**

Upon submission of the officials and employees SALN to the HR Unit the said will be received and compiled for submission to the Review Committee.

The Committee shall evaluate whether said statements are submitted on time, with all fields accomplished completely and in proper form. No field shall be left blank. If necessary, the phrase "not applicable" or N/A shall be written for fields deemed not applicable by the concerned government official or employee.

After the review of the SALN Committee the said documents shall be forwarded to the office of the Chairman for Administering Oath on the SALN.

The HR Unit shall submit the accomplished SALN to the following:

Presidential Appointees	-	Office of the President
1 <sup>st</sup> level and 2 <sup>nd</sup> level Officials and employees	-	Civil Service Commission

## **SANCTIONS**

Failure to correct/submit SALN's in accordance with the procedure and within the given period shall be a ground for disciplinary action.

  
**RALPH ANTHONY S. CORTEZ**  
OIC-AFD



Office of the President  
Of the Philippines

PRESIDENTIAL COMMISSION FOR THE URBAN POOR  
Malacañang

MAY 11, 2021

SPECIAL ORDER NO. 117-2021  
Series of 2021



**SUBJECT : RECONSTITUTION OF THE PCUP STATEMENT OF ASSETS,  
LIABILITIES AND NETWORTH (SALN) REVIEW COMMITTEE**

The following employees are hereby designated as members of the Statement of Assets, Liabilities and Networth (SALN) review committee of the Commission. The committee is tasked to evaluate and review the submitted SALN of PCUP's official and employees:

Chairperson: **Ralph Anthony S. Cortez**  
*OIC, Administrative & Finance Division*

Members: **Elsie A. Aradanas**  
*OIC, Research Planning & Monitoring Division*

**Ma. Jesusa C. Gapac**  
*Head, Human Resource Management Unit*

Secretariat: **Dionesia A. Dones**  
*Research Planning & Monitoring Division*

This Special Order shall take effect immediately and shall remain in force until revoked in writing. All other orders and issuances inconsistent herewith are deemed revoked.

SO ORDERED.

  
**ALVIN S. FELICIANO**  
Chairman/CEO *mf*