



**Review and Compliance Procedure for the Submission of the
Sworn Statement of Assets, Liabilities and Net Worth**

September 18, 2023

Purpose

The Philippine Institute of Traditional and Alternative Health Care (PITAHC) requires the full disclosure of the assets, liabilities, net worth, business interests, and financial connections of all its officials and employees, including those of their spouses and unmarried children under eighteen (18) years of age who are living in their household.

This issuance prescribes the procedures for the submission and review of the Sworn Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN/s) in compliance with Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards of Public Officials and Employees, and Civil Service Commission (CSC) Resolution Nos. 1300455, 1500088, and 2100339.

Coverage

The provisions of this issuance shall apply to all officials and employees of PITAHC from the Central Office and the Herbal Processing Plants (HPPs) who are holding regular plantilla positions, whether on permanent or temporary status. The provisions shall not apply to contractual employees and temporary laborers.

Married couples who are either public officials or employees may file the required statement jointly or separately.

SALN Form

The prescribed SALN Form Revised 2015 is downloadable from the CSC website and shall be accomplished in four (4) copies.

Contents of the SALN

The declarations in the SALN shall have the following data: basic information, assets (real and personal properties), liabilities, net worth, financial connections, business interests, and relatives working in government.

1. *Real properties* refer to properties which are immovable by nature (i.e. house and lot, land, building, condominium unit). The declaration of real properties shall include its description, kind, location, assessed value, current fair market value, year and mode of acquisition, acquisition cost as well as improvements made to the said properties.



2. *Personal properties* refer to jewelry, personal effects, appliances, furniture, motor vehicles, investments or other assets such as cash on hand, cash in bank, negotiable instruments, securities, stocks, bonds, paid insurance premiums, and the like. The declaration of personal properties shall include the description, year acquired, and acquisition cost or the value/amount of the said personal properties.
3. *Liability* refers to financial liability or anything that can result to the transfer or disposal of an asset. This includes those incurred by the declarant, his/her spouse, and their unmarried children below eighteen (18) years of age who are living in the declarant's household. The declaration of liabilities shall include the nature, name of creditors, and outstanding balance.
4. *Outstanding balance* shall refer to the amount of money that is still due as of December 31 of the preceding calendar year.
5. *Net worth* is the sum of all assets (real and personal properties) less total liabilities. In computing the net worth, add the acquisition cost of all real properties and the acquisition cost or value/amount of money of all personal properties, then subtract the total liabilities.
6. *Business interests* refer to the declarant's existing interest in any business enterprise or entity, aside from his/her income from the government. This shall include those of his/her spouse's and their unmarried children's (below eighteen [18] years of age who are living in the declarant's household).
7. *Financial connections* refer to the declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered. The declaration shall include the financial connections of his/her spouse and their unmarried children below eighteen (18) years of age who are living in his/her household.
8. The declarant shall also disclose his/her *relatives in the government service* within the fourth civil degree of relationship, either by consanguinity or affinity. Consanguinity refers to the relationship by blood from a common ancestor while affinity refers to the relationship of a husband to the blood relatives of his wife or a wife to the blood relatives of her husband. Relatives in the fourth civil degree include the declarant's first cousin and his wife or her husband, the declarant's brother-in-law or sister-in-law (bilas), wife of an elder brother or male cousin (inso), and the parents of the declarant's son-in-law or daughter-in-law (bala).

When to File the SALN

The declarant shall file his/her SALN:



1. *Within thirty (30) days from the date of assumption of office* – the SALN must be reckoned as of his/her first day of service;
2. *On or before April 30 of every year thereafter* – the SALN must be reckoned as of the end of the preceding year.
3. *Within thirty (30) days from the date of separation from the service* – the SALN must be reckoned as of his/her last day of office.
4. In light of the Coronavirus Disease 2019 (COVID-19) pandemic and the declaration of State of Public Health Emergency, the CSC has issued CSC Resolution No. 2100339 dated 12 April 2021 on the Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances.
 - 4.1 Exceptional circumstances are when on or around the date of filing of the SALN the whole or part of the Philippines is placed or declared under emergency status or under state of calamity by executive or local or national legislative issuance causing limited movement of its citizens due to danger to public health and public safety or preventing the normal way of life of the citizens.
 - 4.2 At any time that the whole or part of the Philippines is placed under exceptional circumstances, the filing of the SALN Form of all public officials and employees or those in affected area/s has been extended for an additional period of thirty (30) days from April 30 of such year.
 - 4.3 Moreover, the submission of the SALN forms to the appropriate repository agencies is extended for an additional period of thirty (30) days from June 30 of such year.

Filing Procedure

All PITAHC officials and employees from the Central Office shall file under oath their SALN with the Human Resource Management Officer III (HRMO III) under the Administrative Division while all PITAHC officials and employees from the HPPs shall likewise file under oath their SALN with their respective Administrative Officer V, who shall forward the same to the HRMO III in the Central Office.

Review and Compliance Committee

The Review and Compliance Committee (RCC) for the SALN shall be composed of a chairperson and two (2) members. The RCC shall cascade the review and compliance procedures to all PITAHC officials and employees, and ensure that it is uploaded in the Transparency Seal page of the PITAHC website not later than the deadline set every year.



Review and Compliance Procedures

1. The RCC shall conduct a complete review of the submitted SALNs of all PITAHC officials and employees. The RCC findings shall include data on whether the SALNs are submitted on time, completely filled-out, and accomplished in the proper form. If the information or details requested are not applicable then N/A (not applicable) should be indicated in the corresponding field.
2. In the event a determination is made that a SALN is not so filed, the RCC shall inform the concerned official or employee, and direct him/her to take the necessary corrective action within a non-extendable period of two (2) weeks.
3. The RCC shall prepare a list of employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN. This list shall be submitted to the Director General.
4. The HRMO III shall submit to the concerned office (Office of the President, Deputy Ombudsman for Luzon, and CSC) all original copies of the duly accomplished and reviewed SALNs, together with the digital copies. The final summary of filers, non-filers, and those who filed but with incomplete data or used the wrong form, listed in alphabetical order, shall also be submitted.
5. The respective Administrative Officer V from the HPPs shall submit to the concerned office (Deputy Ombudsman for Visayas and Deputy Ombudsman for Mindanao) all original copies of the duly accomplished and reviewed SALNs, together with the digital copies.

Sanctions

Based on CSC Resolution No. 1701077 entitled *2017 Rules on Administrative Cases in the Civil Service (Rule 10, Section 50, D.8)*, failure to file SALN shall be considered as **less grave offense** that is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Disposal of SALNs

The SALNs may be destroyed after a period of ten (10) years from the date of filing unless needed in an on-going investigation.

Approved by:

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