CHR REVIEW & COMPLIANCE PROCEDURE OF SALN

1. There is hereby a Review and Compliance Committee by virtue of Civil Service Commission (CSC) Resolution No. 1300455 naming the following as members, to wit:

1. ***Chairperson - Atty. Jacqueline Ann C. de Guia*** – *Executive Director*
2. ***Member - Ms. Jocelyn L. Reyes*** – *Chief Administrative Officer, HRDD*
3. ***Member - Ms. Liza delos Angeles*** - *Administrative Assistant II, HRDD*

2. The Review & Compliance Committee shall meet periodically to discuss the status of Compliance to the SALN requirements by virtue of RA 6713 and CSC rules, and especially after the submission of the SALN by the Central Office and Regional Offices to review and determine strict compliance to the requirements set forth in RA 6713;

3. As specified under the law and rules, all SALN shall be submitted on or before ***June 30 of every year.*** This is subject to extensions as may be allowed by the Civil Service Commission;

4. For purposes of ensuring review and determining compliance to RA 6713 and CSC rules, all CHR employees shall be enjoined to submit their respective SALN on or before ***15th of February***;

5. For the Central Office, the Director of every office shall have the primary responsibility of ensuring their respective subordinates' complete and timely submissions and shall consolidate all submissions which shall in turn be forwarded to the HRDD. The latter shall submit the SALN of the Commission En Banc Members and Central Office employees to the Office of the Ombudsman and Civil Service Commission, respectively;

6. For Regional Offices, all employees shall submit their SALN to the administrative head who shall in turn consolidate the same and together with the Regional Director review the submission and ensure compliance with RA 6713 and CSC rules;

7. The Regional Office shall be responsible for the submission of the SALN of regional staff to the Office of the Deputy Ombudsman of their region on or before the 30th of June or the deadline as extended by the CSC. The Regional Office shall submit a copy of the Certification issued to the Ombudsman to the HRDD within five (5) days after June 30 of every year or the specified deadline by the CSC;

8. The Regional Director at the regional level shall be primarily responsible for ensuring compliance with the SALN rules and procedure;

9. The Review and Compliance Committee shall consolidate all Certifications from the Regional Offices and all submissions from the Central Office and on the basis thereof determine who have failed to submit their SALN;

10. A reminder/notice shall be subsequently issued through the HRDD to all employees who failed to submit providing them a reasonable period to comply with the same;

11. Those who fail to submit their SALN despite notice shall be deemed not entitled to the PBB and may be liable for violation of RA 6713. They may also be administratively liable for less grave offense under the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), Rule 10, Section 50 D.8 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.

12. The Committee for this purposes shall update the PMT as may be necessary;

13. Let a copy of this procedure be provided to all CHR employees and posted at the CHR website.

By authority of the PMT:

ATTY. JACQUELINE ANN C. DE GUIA
Executive Director