Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL FISHERIES RESEARCH AND DEVELOPMENT INSTITUTE
Fisheries Building Complex, BPI Compound
Visayas Ave, Quezon City, Philippines 1128

BAGONG PILIPINAS
Masaganang Agrikultura, Maunlad na Ekonomiya

Agency Review and Compliance Procedure of Statement and Financial Disclosure

In compliance with the 1987 Philippine Constitution under the Republic Act No. 6713 also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" submission of the Sworn Statement of Assets, Liabilities and Net worth (SALN) every 30th of June to the Civil Service Commission by all public officials and employees is required.

To ensure the completeness of declarations in the SALN, as well as the use of the proper form, the NFRDI created their respective Review and Compliance Committee (RCC) as required in CSC Resolution No 1300455 dated March 3, 2013. The RCC is authorized by the head of agency to receive the SALN and to evaluate if it is complete and if it was submitted on time using the proper form.

Below herewith are procedures in evaluating the correctness and completeness of the submitted SALNs:

I. Correctness of SALN Form

- Check if the SALN Form used is the revised form as of January 2015 per CSC Resolution No. 1500088 promulgated on January 2015. This can be checked by finding the notation:

  "Revised as of January 2015
  Per CSC Resolution No. 1500088
  Promulgated on January 2015"

  at the upper right corner of SALN Form. Otherwise, the wrong form used will be returned to the filer.

II. Completeness of Declarations in SALN

- The heading should reflect "As of December 31, of the year" SALN is filed
- Mode of filing indicated by small box should be ticked by checking appropriately whether Joint filing, Separate filing or Not Applicable
  - Joint filing is applicable for husband and wife who are both public officials and employees.
  - Single public officials and employees, separated, widowed, annulled shall tick Not Applicable
- All the information needed in the SALN Form must be completely filled out.
  - If the information needed is not applicable, "not applicable" mark is stamped on the blank entries leaving no unfilled portion in the SALN Form.

- The RCC makes sure that under Assets, Real Properties are distinguished from Personal Properties.
    - Real Properties cannot be declared in the sworn SALN if the title is not yet with the possession of the filer.
    - In case of declaration of real properties with title, "exact location" shall be indicated as stipulated in the revised SALN Form.
- The RCC checks the correctness of the computation of assets and liabilities:

  Total Assets: (a+b)
  Total Liabilities: Assets minus total liabilities
- In case the spouse cannot sign as co-declarant, a certification will be required stating reasons thereat.

The RCC shall also 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.

Per CSC Resolution No. 1300174 dated January 24, 2013, the RCC will issue an order to require those who have incomplete data in their SALN to correct/supply the lacking information and those who did not file their SALN to comply within three (3) days upon receipt of the said order.

The RCC will ensure that employees who are on sick leave, study leave, rehabilitation leave, maternity leave, etc. will also file their SALN for the year to comply with the 100% submission of SALN.

All SALNs checked and reviewed by the RCC will be submitted to the proper repository which is the CSC on the 30th day of June every year.

Notarized SALNs of officials will be submitted to the Office of the President, Malacañang Palace.

Submitted for the purpose of compliance with the requirements of Performance-Based Bonus (PBB) under the Good Governance Condition.

Lilian C. Garcia

DR. LILIAN C. GARCIA, CESO V
Executive Director