



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 887-5254; 322-4702 / Fax Nos. (045) 888-0582; 887-6099

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To : DepEd-Division of Angeles City Officers and Employees

From : OIC-SDS LUZ C. ARRIOLA

Subject : Filing of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form

The Civil Service Commission promulgated CSC Resolution No. 1300173 dated January 24, 2013, adopting the revised form of Statement of Assets, Liabilities and Net Worth (SALN) for year 2013 and onwards.

Article XI, Section 17 of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN).

The requirement on the filing of SALN is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) which requires the declarant to "to accomplish and submit declarations under oath of 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 under eighteen (18) years of age living in their households."

The CSC enjoins all public officers and employees to use the new statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2012, the **deadline for filing in this Division is on March 27, 2013.**

In line with CSC Resolution No. 1300174 dated January 24, 2013 which amended Section 3 & 4 of CSC Resolution No. 06-0231 dated February 1, 2006 and CSC MC No. 10 dated April 17, 2006 and now reads, as follows:

"Section 3. Ministerial Duty of the Head of Office to Issue Compliance Order.

" Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an 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 thirty (30) days from receipt of the said order."

"Section 4. Sanction for Failure to Comply/Issuance of a Show Cause Order.

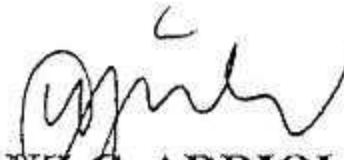
Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit: and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D)(8) of Rule X thereof, with the following penalties:

First Offense	-	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	-	Dismissal from the service

“Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of 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.

“Heads of agencies/offices who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be 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.”

For your strict compliance.



LUZ C. ARRIOLA
OIC-Schools Division Superintendent