



Republic of the Philippines

Office of the President

SOUTHERN PHILIPPINES DEVELOPMENT AUTHORITY

Main Office: 4th Floor Karpentrade Bldg., Km. 2 Mac Arthur Highway, Matina, Davao City

Telefax No. (082) 297.6664/298.5745 Email: spda_main@yahoo.com

4 October 2021

ADAMS D. TORRES, CESO IV

Regional Director

Civil Service Commission-Regional Office XI

Dear Director Torres:

Warm greetings of Peace!

Respectfully transmitting herewith, the Policy on Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth of our office.

Hope you find it in order.


ABDULGHANI "GERRY" A. SALAPUDDIN
Administrator/CEO

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Transmittal_Policy on Review_SALN

"A Corporate Vehicle for Peace and Development in Mindanao"

Manila Office: Suite A, 3rd Floor, Basic Petroleum Bldg., Carlos Palanca, Jr. St., Legaspi Village, Makati City

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Southern Philippines Development Authority

Policy on Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth

I. BACKGROUND

Article XI, Section 17 of the 1987 Constitution of the Philippines provides that a public officer or employee, shall upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities and net worth.

Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the filing, submission and review of the Sworn Statement of Assets, Liabilities and Net Worth (SALN), thus:

II. OBJECTIVE

To provide guidelines in the review and submission of SALN of SPDA officials and employees pursuant to existing pertinent rules and regulations.

III. COVERAGE

It shall cover plantilla-based officials and employees of SPDA regardless of their employment status.

IV. GUIDELINES

Section 1. All SPDA officials and employees shall file under oath their SALN with the Human Resource Management Unit, to wit:

- a. Upon Assumption - Within thirty (30) days after assumption of Office, statement of which must be reckoned from the first day of office;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- c. Upon Separation - Within thirty (30) days after separation from the service, statements of which must be reckoned from last day of office.

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Section 2. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALN Forms.

To give ample time for review, SPDA officials and employees shall submit their respective duly accomplished SALN Forms to HR Unit on or before February 28 of every year.

Section 3. The HR Unit shall initially review the duly accomplished SALN Forms to determine whether the same are in order.

Section 4. Composition of SPDA Review and Compliance Committee (SPDA RCC)

Chairperson	-	Deputy Administrator
Members	-	Department Manager, Finance and Admin. (FAD)
	-	Administrative Officer V
	-	HRMO III
	-	Administrative Officer III

Section 5. Duties of the SPDA Review and Compliance Committee (SPDA RCC)

The SPDA RCC shall review the submitted SALN Forms. Thereafter, the HR Unit shall prepare and submit a list, in alphabetical order, of those who:

- a. Filed their SALN Forms with complete data;
- b. Filed their SALN Forms with incomplete data;
- c. Who failed to file and submit SALN.

Section 6. Ministerial Duty of the Administrator/CEO to Issue Compliance Order

Within five (5) days from receipt of the final report of the SPDA RCC, it shall be the ministerial duty of the Administrator/CEO to issue an Order requiring officials and employees who have incomplete data in their SALN to complete/correct the desired information, and those who did not file their SALNs to comply, within a non-extendible ten (10) days from receipt of the Order.

Section 7. Sanction for Failure to Comply the Order

Failure of an official or employee to correct or submit his SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action.

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Section 8. Transmittal of all submitted SALN Forms to the concerned agencies on or before April 30 of every year.

The HR Unit shall transmit the original copies of the duly accomplished SALN Forms to the Office of the Ombudsman. Thereafter, PDF copies with STAMPED RECEIVED by the Ombudsman saved in a flash drive shall be transmitted to the Office of the President and the CSC on or before April 30 of every year.

V. EFFECTIVITY

This Policy shall take effect immediately and shall remain in force and effect unless revoked, cancelled or superseded by a subsequent issuance.


ABDULGHANI "GERRY" AJUL SALAPUDDIN
Administrator/CEO

Date: October 4, 2021

Cc:
CSC Regional Office XI

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Policy on Review and Compliance Proc. SALN

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