

## NATIONAL FOOD AUTHORITY

Quezon City

January 4, 2019

Memo No. **AO-2019-01-011**

**T O : ALL HEADS OF CENTRAL AND FIELD OFFICES**

**S U B J E C T : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND  
NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS  
& FINANCIAL CONNECTIONS ENDING DECEMBER 31, 2018**

May we remind all officials and employees on the mandatory submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosures of Business Interest and Financial Connections ending December 31, 2018 as required under Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). The SALN should be submitted to the Civil Service Commission (CSC) for central office employees and to the Office of the Deputy Ombudsman within their respective area or sectoral office for field office employees.

In this regard, please be guided by the following:

1. Use the **SALN Form, Revised as of January 2015 (Annex A)** pursuant to CSC Resolution No. 1500088 and was promulgated on January 23, 2015. Said form is downloadable from the CSC website: [csc.gov.ph](http://csc.gov.ph). (copy attached)
2. All Representatives for Administrative Matters (RAM), Regional and Provincial Administrative Officers (RAO/PAO) shall reproduce the **revised SALN form** and **distribute it to the employees** in their respective departments/office.
3. **For Central Office employees** the RAM should submit to HRMD **not later than February 28, 2019** the **e-SALN (PDF format)** and **two (2) original hard copies** of SALN of all employees in their Department/Office
4. **For Field office employees**, PAO's shall submit their e-SALNs to the RAO for consolidation, then, the latter shall submit to HRMD **not later than March 31, 2019** their Region's consolidated **e-SALNs** for file together with **Annexes B to G**.
5. E-SALNs shall be submitted thru the **Google drive application**, since the file would exceed the 25MB maximum limit.
6. As required by Office of the Ombudsman under Memorandum Circular No. 2 dated August 2, 2017 the electronic Statement of Assets must be in **PDF format** and individually saved per declarant using the file name as illustrated below:

Document	File Name
1. SALN of Dela Cruz, Juan A.	SALN of Dela Cruz, Juan A.

5. For the following required SALN attachments, please refer to the data below for guidance:

	ANNEX	REPORT TITLE	WHOSE CONCERN	MANNER OF SUBMISSION
1	B	Summary List of Filers	- RAM per Department - PAO - RAO (Reg. consolidated report)	- submit directly to HRMD - submit to Regional Office - for e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> by RAO
2	C	Employees who did not submit their SALN	- RAM per Dept. - PAO - RAO (Reg. consolidated report)	- submit directly to HRMD - submit to Regional Office - for e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> by RAO
3	D	Employees with Joint Filing of SALN	- RAM per Dept. - PAO - RAO (Reg. consolidated report)	- submit directly to HRMD - submit to Regional Office - for e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> by RAO
4	E	Certificate of Compliance for GCG	- Consolidated report to be signed by RM and RAO	- for e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> by RAO
5	F	Certification	CO and FO Review and Compliance Committee Chairperson and Members (pls. see attached S.O. No. AO-2K15-06-024)	- submit directly to HRMD for CO - for postal mail e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> by RAO
6	G	SALN submission of employees who are separated from the service for the year 2018.	- RAM per Dept. - PAO - RAO (Reg. consolidated report)	- submit directly to HRMD - submit to Regional Office - for postal mail and e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> by RAO
7	PDF	PDF File format	- RAM per Dept. - PAO - RAO (Reg. consolidated report)	- submit directly to HRMD or thru e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> - submit to Regional Office - submit to Deputy Ombudsman and e-mail to <a href="mailto:nfa.saln@yahoo.com">nfa.saln@yahoo.com</a> for HRMD

6. For reconciliation purposes, please be reminded to update the **Web-HURIS** for the Summary List of employees for each region (as consolidated) which includes the name of employees who were still in the service as of December 31, 2018, and separated from the service for the year 2018. **If ever there are any discrepancies with our list at Central Office, please submit to HRMD the necessary supporting documents such as S.O. to serve as HRMD's basis for its database adjustment/updating for employees whose place of assignment is different with our HURIS listing.**

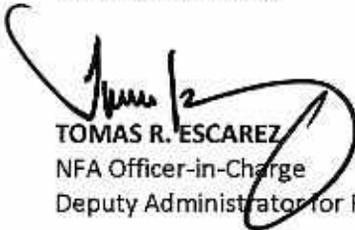
7. Before submission to HRMD, the RAM, RAO and PAO shall ensure that the employees' SALN are **properly accomplished** especially on the following identified areas of deficiencies of the SALN form:
- A) The filling-up of all applicable information in the SALN form. Otherwise, such items should be marked with "N/A or not applicable.";
  - B) A check mark on the box provided for "joint filing/separated filing or not applicable"; if the spouse is not a government employee
  - C) The signature of the declarant's spouse even if he or she is not a public officer or employee; and
  - D) The attachment of a written explanation in a separate sheet, in case of non-compliance with the signature of the spouse.
8. The Department Managers (for C.O.) / Regional Managers (for R.O.) and the Provincial Managers (for P.O.) shall be authorized to administer the Oath with regard to the SALN.
9. CO-HRMD shall be furnished by all Regional and Provincial Offices with a **certified photocopy of proof or receipt of submission of their original (hard) copies of the SALN together with the e-SALN to the Office of the Ombudsman.**
10. In relation to NFA's compliance to the reportorial requirement of the Good Governance Commission (GCG), the RAO shall accomplish **Annex E** (Certificate of compliance) to be submitted to HRMD not later than **March 31, 2018**. In accomplishing Annex E, please be guided by the following:
- A) **Column B** – total no. of employees shall refer to those employees (of the Department/Region and Provincial Offices within the Region) who were **still in the service as of December 31, 2018**;
  - B) **Column C** – should include the following:
    - B.1) Employees – joint filers of SALN with their spouses, but should be individually accounted for; and
    - B.2) Employees who are on prolonged leave of absence, on study/scholarship grant are therefore still required to submit SALN.
  - C) Employees who has been separated from the service, due to retirement, resignation and transfer any date prior to December 31, 2018, shall not be included in the inventory of employees under Column B, and therefore should not cause the office's failure to attain 100% compliance. **They shall, however, be required to file SALN within thirty (30) days after their separation from the service pursuant to Section 8 of RA 6713.** Further, the SALN is one of the documents required for **Clearance** and the payment of employee's claim for Terminal Leave Benefit (TLB);
  - D) Employees on absence without official leave or on authorized leave of absence shall likewise be required to submit SALN to their respective departments/offices on set deadline. Otherwise, they shall be issued a Show-Cause Order. Such information (remarks) shall be indicated in the lower portion of Annex E.

11. Section 4 of CSC Memorandum Circular No. 3, s. 2013 on the "Sanction for Failure to Comply/Issuance of a Show-Cause Order," which state:

*"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 Uniform 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) Rule 10 thereof, with the following penalties:*

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

For strict compliance.

  
 TOMAS R. ESCAREZ  
 NFA Officer-in-Charge  
 Deputy Administrator for Finance & Administration



**PLEASE DISSEMINATE  
 TO YOUR RESPECTIVE  
 PROVINCIAL OFFICES**

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of \_\_\_\_\_  
 (Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.  
 Joint Filing       Separate Filing       Not Applicable

**DECLARANT:**  
 (Family Name)    (First Name)    (M.I.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ADDRESS:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPOUSE:**  
 (Family Name )    (First Name)    (M.I.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD**

NAME	DATE OF BIRTH	AGE

**ASSETS, LIABILITIES AND NETWORK**

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

**1. ASSETS**

**a. Real Properties\***

DESCRIPTION <small>(Include lot, house and/or conditional sale and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, special services, etc.)</small>	EXACT LOCATION	ASSESSED VALUE <small>(As found in the tax records of real property)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					YEAR	MODE	
Subtotal:							

**b. Personal Properties\***

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Subtotal:		

**TOTAL ASSETS (a+b):** \_\_\_\_\_

**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_

**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of \_\_\_\_\_

*(Sample additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)*

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) AGENCY/OFFICE: \_\_\_\_\_

**ASSETS, LIABILITIES AND NET WORTH**

**1. ASSETS**

**a. Real Properties**

Declaration	Location	Acquired	Current Fair	Value/Book	Value/Book
Date	Address	Year	Market Value	Value	Value

**b. Personal Properties**

Declaration	Description	Value/Book	Value/Book
Date	Item	Value	Value

**2. LIABILITIES**

Declaration	Description	Value/Book	Value/Book
Date	Item	Value	Value

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

Declaration	Description	Value/Book	Value/Book
Date	Item	Value	Value

\*Additional sheet/s may be used, if necessary.

NET WORTH: Total Assets less Total Liabilities = \_\_\_\_\_

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**  
(of Declarant/Declarant's Spouse/Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)  
 I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTERESTS / OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**RELATIVES IN THE GOVERNMENT SERVICE**  
(Within the Fourth Degree of Consanguinity or Affinity, Include also Bilas, Balae and Inso)  
 I/We do not know of any relative/s in the government service

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Declarant)

\_\_\_\_\_  
(Signature of Co-Declarant/Spouse)

Government issued ID: \_\_\_\_\_  
ID No: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Government issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date issued: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

\_\_\_\_\_  
(Person Administering Oath)

002048

**Annex B**  
(Use MS Excel)

**NATIONAL FOOD AUTHORITY  
SUMMARY LIST  
NFA Regional/Provincial/Central Office**

**EMPLOYEES WHO FILED THEIR  
Statement of Assets, Liabilities and Net worth (SALN)  
Calendar Year 2018  
(Employee list as of Dec. 31, 2018)**

REGION/PROVINCE/DEPARTMENT/OFFICE: \_\_\_\_\_

No.	NAME OF EMPLOYEE			TIN	POSITION	NETWORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**CERTIFIED CORRECT:**

\_\_\_\_\_  
RAO/PAO/RAM

**NOTED:**

\_\_\_\_\_  
Head of Office

**NATIONAL FOOD AUTHORITY  
SUMMARY LIST  
NFA Regional/Provincial/Central Office**

**EMPLOYEES WHO DID NOT SUBMIT THEIR  
Statement of Assets, Liabilities and Net worth (SALN)  
Calendar Year 2018  
(Employees who were in the service as of Dec. 31, 2018)**

REGION/PROVINCE/DEPARTMENT/OFFICE: \_\_\_\_\_

No.	NAME OF EMPLOYEE			TIN	POSITION	NETWORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**CERTIFIED CORRECT:**

\_\_\_\_\_  
RAO/PAO/RAM

**NOTED:**

\_\_\_\_\_  
Head of Office

002048

Annex D

NATIONAL FOOD AUTHORITY  
SUMMARY LIST  
NFA Regional/Provincial/Central Office

EMPLOYEES WITH JOINTLY FILED SALN  
Calendar Year 2018

REGION/PROVINCE/DEPARTMENT/OFFICE: \_\_\_\_\_

No.	NAME OF EMPLOYEE			TIN	POSITION	NETWORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

CERTIFIED CORRECT:

\_\_\_\_\_  
RAO/PAO/RAM

NOTED:

\_\_\_\_\_  
Head of Office

**CERTIFICATE OF COMPLIANCE**  
**SALN Submission/Filing**  
**For the period ending December 31, 2018**

This certifies that the National Food Authority, (Region) has fully satisfied the Statement of Assets, Liabilities and Net Worth (SALN) required of the Performance-Based Incentives System for Fiscal Year 2019.

This also attests that the submission of the Regional Office has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations, which are as follows :

- A. Basic Information
- B. Assets (Real Properties and Personal Assets)
- C. Liabilities
- D. Net Worth
- E. Financial Connection and Business Interest
- F. Relatives in the Government

This further certifies that out of (number) employees who are in the service as of December 31, 2017 qualified for PBB under the 2019 PBIS Guidelines, (number) employees have completed and filed their SALN, as reflected below :

OFFICE	NO. OF EMPLOYEES (As of 12/31/18)	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE	REMARKS
A	B	C	D	E
REGIONAL OFFICE				
PROVINCE A				
PROVINCE B				
PROVINCE C				
PROVINCE D				
PROVINCE E				
PROVINCE F				
PROVINCE G				
<b>TOTAL</b>				

This Regional Office has forwarded/filed all SALNs to the Office of the Ombudsman in accordance with R.A. 6713 and its implementing rules and guidelines.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this \_\_\_ day of \_\_\_\_\_ 2019 at \_\_\_\_\_

\_\_\_\_\_  
Regional Administrative Officer

\_\_\_\_\_  
Regional Manager

National Food Authority  
Summary List of Filers  
Statement of Assets, Liabilities and Networth  
Calendar Year 2018

CERTIFICATION

This is to certify that the SALNs submitted were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Resolution No. 1500088 promulgated on January 23, 2015.

Issued on the \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**NATIONAL FOOD AUTHORITY  
SUMMARY LIST  
NFA Regional/Provincial/Central Office**

**EMPLOYEES WHO ARE SEPARATED FROM THE SERVICE AND SUBMITTED THEIR SALN  
Calendar Year 2018**

REGION/PROVINCE/DEPARTMENT/OFFICE: \_\_\_\_\_

No.	NAME OF EMPLOYEE			TIN	POSITION	NETWORTH
	LAST NAME	FIRST NAME	MIDDLE NAME			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**CERTIFIED CORRECT:**

\_\_\_\_\_  
RAO/PAO/RAM

**NOTED:**

\_\_\_\_\_  
Head of Office



# NATIONAL FOOD AUTHORITY

Philippine Sugar Center Bldg., North Avenue, Diliman, Quezon City  
Tel. No. (02) 453-3900/981-3800 to 30  
Website: <http://www.nfa.gov.ph>

002048

18 June 2015

000413

**SPECIAL ORDER**  
**AO-2K15-06-024**

In the interest of the service and effective immediately, a **Review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Networth (SALN)** is hereby created to be composed of the following:

**For Central Office Departments/Offices:**

- Chairperson** - HRM Department Manager
- Members** - HRMO V/Division Chief, MSBD - HRMD  
Division Chief III, Investigation Services  
Division, SSID

**For NFA Regional/Provincial Offices:**

- Chairperson** - Regional/Provincial Manager
- Members** - Regional/Provincial Administrative Officer  
Supvg. Enforcement & Investigation Officer (RO)/  
Sr. Enforcement & Investigation Officer (PO)

The Committee shall have the following functions:

1. Ensures 100% compliance of NFA employees in the submission of Statement of Assets, Liabilities and Networth (SALN) for the period ending December of the preceding year.
2. Prepares a list of the following employees, in alphabetical order, to the head of agency, for submission to the Civil Service Commission (CO)/Regional/Provincial Office of the Ombudsman:
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs but with incomplete data; and,
  - c. Those who did not file their SALNs.

They shall continue to serve with the highest degree of responsibility, integrity and efficiency and shall remain accountable to the people in accordance with the doctrine that "A Public Office is a Public Trust".

*Renan B. Dalisay*  
**RENAN B. DALISAY**  
Administrator

**PLEASE DISSEMINATE  
TO YOUR RESPECTIVE  
PROVINCIAL OFFICES**

GSD COMMUNICATIONS DIV.  
**RECEIVED**  
JUL 01 2015  
BY: *[Signature]*

GSD - HRMU - RECORDS SECTION  
JUL 0 2015  
*[Signature]*