

NATIONAL FOOD AUTHORITY
Quezon City

002738

January 28, 2020

MEMORANDUM AO-2020-01- 025

TO : ALL HEADS OF CENTRAL AND FIELD OFFICES

SUBJECT : SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES
AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS
INTERESTS & FINANCIAL CONNECTIONS ENDING
DECEMBER 31, 2019

This is to 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, 2019 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 (C.O.) employees and to the Office of the Deputy Ombudsman within their respective area or sectoral office for Field Office (F.O.) employees.

In this regard, 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. (copy attached)
2. All Representatives for Administrative Matters (RAM), Regional and Provincial Administrative Officers (RAOs / PAOs) shall reproduce the **revised SALN Form** and **distribute it to the employees** in their respective departments / offices.
3. **For Central Office employees** the RAM should submit to HRMD **not later than February 28, 2020** the electronic-SALN (**e-SALN**) in **PDF format** and **two (2) original hard copies** of all employees in their departments / offices.
4. **For Field Office employees**, PAOs shall submit their e-SALNs to the RAO for consolidation, then; the latter shall submit to HRMD **not later than March 31, 2020**, 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 e-SALN 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.

7. For the following required SALN Forms and attachments, refer to the data below for guidance:

	ANNEX	REPORT TITLE	WHOSE CONCERN	MANNER OF SUBMISSION
1	A	SALN Form revised as of January 2015	- All Employees	- refer to items 3 to 6
2	B	Summary List of Filers	- RAM per Department - PAO - RAO (Regional consolidated report)	- submit directly to HRMD - submit to Regional Office - for e-mail to nfa.saln@yahoo.com by RAO
3	C	Employees who did not submit their SALN	- RAM per Department - PAO - RAO (Regional consolidated report)	- submit directly to HRMD - submit to Regional Office - for e-mail to nfa.saln@yahoo.com by RAO
4	D	Employees with Joint Filing of SALN	- RAM per Department - PAO - RAO (Regional consolidated report)	- submit directly to HRMD - submit to Regional Office - for e-mail to nfa.saln@yahoo.com by RAO
5	E	Certificate of Compliance for GCG	- Consolidated report to be signed by Regional Manager and RAO	- for e-mail to nfa.saln@yahoo.com by RAO
6	F	Certification by the Review and Compliance Committee	C.O. and F.O. Review and Compliance Committee Chairperson and Members (pls. see attached S.O. No. AO-2K15-06-024)	- submit directly to HRMD for C.O. - for postal mail and e-mail to nfa.saln@yahoo.com by RAO

7	G	SALN submission of employees who are separated from the service for the year 2019	- RAM per Department	- submit directly to HRMD
			- PAO	- submit to Regional Office
			- RAO (Regional consolidated report)	- for postal mail and e-mail to nfa.saln@yahoo.com by RAO
8	PDF	PDF File format	- RAM per Department	- submit directly to HRMD or thru e-mail to nfa.saln@yahoo.com
			- PAO	- submit to Regional Office
			- RAO (Regional consolidated report)	- submit to Deputy Ombudsman and e-mail to nfa.saln@yahoo.com for HRMD

8. For reconciliation purposes, 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, 2019, and separated from the service for the year 2019. **If ever there are any discrepancies with our list at Central Office, submit to HRMD the necessary supporting documents such as Special Order (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.**
9. 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.
10. 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.
11. 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.**

12. In relation to NFA's compliance to the reportorial requirement of the Good Governance Commission for GOCCs (GCG), the RAO shall accomplish **Annex E** (Certificate of Compliance) to be submitted to HRMD not later than **March 31, 2020**. In accomplishing Annex E, be guided by the following:

- a) **Column B** – total number 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, 2019**;
- 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 have been separated from the service, due to retirement, resignation and transfer any date prior to December 31, 2019, 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.** The RAM / RAO / PAO shall accomplish the "Annex G" form report as proof of compliance. Further, the SALN is one of the documents required for **Clearance** and the payment of employee's claim for Terminal Leave Benefit (TLB); and
- 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.

13. **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

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) Rule X 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

"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."

For strict compliance.


JUDY CAROL L. DANSAL
Administrator 

PLEASE DISSEMINATE
TO YOUR RESPECTIVE
PROVINCIAL OFFICES



Annex 'A'

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH 002738

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:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	_____
ADDRESS:	_____	OFFICE ADDRESS:	_____
	_____		_____
SPOUSE:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	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 NETWORTH

(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>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED	CURRENT FAIR	ACQUISITION		ACQUISITION COST
			VALUE <small>(As found in the Tax Declaration of Real Property)</small>	MARKET VALUE	YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: _____

TOTAL ASSETS (a+b): _____

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

SALN Forms / Annexes

2. LIABILITIES*

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NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____**NET WORTH : Total Assets less Total Liabilities =** _____

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

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 INTEREST &/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)

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____

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(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:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

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

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

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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:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

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

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

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**EMPLOYEES WHO FILED THEIR
Statement of Assets, Liabilities and Net worth (SALN)
Calendar Year 2018
(Employee list as of Dec. 31, 2019)**

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

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

**EMPLOYEES WHO DID NOT SUBMIT THEIR SALN
Calendar Year 2019**

No.	NAME OF EMPLOYEE			REASON
	LAST NAME	FIRST NAME	MIDDLE NAME	
1				
2				

CERTIFIED CORRECT:

RAO/PAO/RAM

NOTED:

Head of Office

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

**EMPLOYEES WITH JOINTLY FILED SALN
Calendar Year 2019**

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, 2019

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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, 2019 qualified for PBB under the 2020 PBIS Guidelines, (number) employees have completed and filed their SALN, as reflected below :

OFFICE	NO. OF EMPLOYEES (As of 12/31/19)	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				
TOTAL				

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 _____ 2020 at _____.

Regional Administrative Officer

Regional Manager

National Food Authority
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year 2019

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 DURING
CALENDAR YEAR 2019 WHO FILED THEIR
Statement of Assets, Liabilities and Net worth (SALN)
Calendar Year 2018
(Employee list as of Dec. 31, 2019)**

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



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
 Agham Road, Diliman, Quezon City 1104

MEMORANDUM CIRCULAR NO. 2

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, ARMED FORCES OF THE PHILIPPINES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES, AND ALL OTHER OFFICES CONCERNED

SUBJECT : ADDITIONAL GUIDELINES ON THE SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALNs) AND DISCLOSURES OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS TO THE OFFICE OF THE OMBUDSMAN AS REQUIRED UNDER SECTION 8 OF REPUBLIC ACT NO. 6713

Pending the full implementation of the electronic Statement of Assets, Liabilities and Net Worth (e-SALN) program, all agencies and instrumentalities of the government whose officials and employees are required to file their SALNs and Disclosures of Business Interests and Financial Connections within the periods specified under Section 8 (A) of Republic Act No. 6713, and to submit the same to the Office of the Ombudsman are hereby directed to observe the following *additional* guidelines on the submission of their SALNs and Disclosures:

- 1. SALNS and Disclosures required to be filed on or before April 30 of every year.** – The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall receive and evaluate the SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year, to the Office of the Ombudsman Central office or its respective area or sectoral offices, as specified under Civil Service Commission Resolution No. 1500088, promulgated on 23 January 2015, to wit:

<i>Repository Office</i>	<i>Officers and Employees</i>
Office of the Ombudsman Central Office	President Vice President Constitutional Officials - Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC)

	<ul style="list-style-type: none"> - Commissioners of COA, COMELEC and CSC - Ombudsman and his/her Deputies - Officials and employees of Departments, bureaus and agencies, including Government-owned and/or controlled Corporations with and without original charter and their subsidiaries, State colleges and universities, and Local Government Units, the offices of which are located in the National Capital Region¹
Office of the Deputy Ombudsman in their respective area or sectoral offices (Luzon, Visayas, Mindanao or Military and Other Law Enforcement Offices)	<p>Regional officials and employees of the following offices:</p> <ul style="list-style-type: none"> - Departments, bureaus and agencies of the national government - Judiciary and Constitutional Commissions and offices - Government-owned and/or controlled corporations with and without original charter, and their subsidiaries in the regions - State colleges and universities <p>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</p> <p>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and Barangay officials</p> <p>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</p>

¹ In addition to the offices listed in CSC Resolution No. 1500088.

	<ul style="list-style-type: none"> - Lieutenant Colonel, Major, Captain, 1st Lieutenant and 2nd Lieutenant (Army and Air Force) - Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy) - Other enlisted officers <p>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent</p> <ul style="list-style-type: none"> - Superintendent, Chief Inspector, Senior Inspector and Inspector - Other police officers <p>Officers of the Philippine Coast Guard (PCG) below the rank of Commodore</p> <ul style="list-style-type: none"> - Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign
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2. **SALNs required to be filed after assumption of office or after separation from the service.** - The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall submit all original (hard) copies of the SALNs of officials and employees received after their assumption of office or after separation from the service, together with electronic copies thereof, 30 days upon receipt of such SALNs, to the Office of the Ombudsman Central office or its respective area or sectoral offices.
3. **Certification of Head of Agency/Office.** - The list of officials and employees who filed their SALNs (Nos. 1 and 2 hereof), which the Chief/Head of the Personnel/Administrative Division or Unit/HRMO is required to submit to the Office of the Ombudsman or its respective area or sectoral offices, shall be accompanied by a certification by the head of agency/office concerned that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of the office, using the following format:

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CERTIFICATION

I, (name of agency head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the (name of agency), as listed in the attached summary report of the (personnel officer/chief of administrative division/person designated).

Signature (of agency head)
Printed Name
Position
Date

SUBSCRIBED AND SWORN TO before me this ____ day of ____,
20__, affiant exhibiting his/her competent evidence of identity, to wit:

Administering Officer

4. **Format of SALN.** - The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive, using the file name prescribed in No. 5 hereof.
5. **File Name.** -The file name of the soft copy must be the same as the document title.
Example:

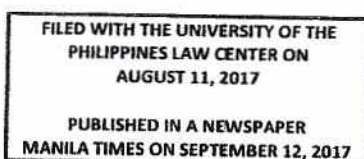
Document	File Name
SALN of Employee A	SALN of Employee A.pdf

6. **Duty of Head of Agency/Office.** - Heads of agencies/offices shall ensure the proper dissemination of this Memorandum Circular for the information of their employees and officials and the proper implementation of these additional guidelines.

All previous issuances inconsistent herewith are deemed superseded or modified accordingly.

This Memorandum Circular shall take effect after fifteen (15) calendar days following the completion of its publication in a newspaper of general circulation.

Quezon City, Philippines, 02 August 2017.




CONCHITA CARPIO MORALES
Ombudsman



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>

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18 June 2015

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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

