



Personnel Division <personnel@dswd.gov.ph>

SUMMARY REPORT ON THE SUBMISSION OF FY 2019 SALN OF DSWD-CO OFFICIALS/EMPLOYEES

Personnel Division <personnel@dswd.gov.ph>

Tue, Sep 15, 2020 at 10:08 AM

To: Central Office Advisory <co.advisory@dswd.gov.ph>, CO Advisory <co_broadcast@dswd.gov.ph>

Dear all,

Please find attached the subject matter above in compliance to one of the requirements for the grant of Performance-Based Bonus (PBB) for FY 2020, specifically item 5.7.a of the AO 25 Memorandum Circular 2020-1 which states that "*xxx The Agency Review and Compliance Procedure of SALN used by the Department's/Agency's SALN Review and Compliance Committee should be cascaded to all officials and employees. xxx*"

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PERSONNEL ADMINISTRATION DIVISION

Human Resource Management and Development Service

Department of Social Welfare and Development

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SUMMARY REPORT ON THE SUBMISSION OF FY 2019 SALN OF DSWD CENTRAL OFFICE OFFICIALS AND EMPLOYEES.pdf

5108K

DRN: HRMDS-PAD-A-COMM-20-09-108899-S**MEMORANDUM**

FOR : ALL OFFICIALS AND EMPLOYEES
DSWD Central Office, Quezon City

FROM : THE DIRECTOR

SUBJECT : SUMMARY REPORT ON THE SUBMISSION OF FY 2019 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF DSWD CENTRAL OFFICE OFFICIALS AND EMPLOYEES

DATE : 11 SEPTEMBER 2020

Item 5.7.a of Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25) Memorandum Circular No. 2020-1 or the *Guidelines on the Fant of the Performance-Based Bonus (PBB) for FY 2020 under Executive Order (EO) No. 80 and EO No. 201*, provides that:

“xxx. The Agency Review and Compliance Procedure of SALN used by the Department’s/Agency’s SALN Review and Compliance Committee should be cascaded to all employees. xxx”

In compliance thereto, please be informed that:

1. The deadline of filing of Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2019 was moved from June 30, 2020 to August 31, 2020 while the submission to repository agencies is moved from August 31, 2020 to October 31, 2020 per CSC Memorandum Circular No. 13, s. 2020. The said MC was disseminated to officials and employees last June 24, 2020, copy attached for reference.
2. The DSWD Central Office Review and Compliance Committee for the Filing and Submission of SALN (CO-RCC) who shall review the SALNs of DSWD Co Officials and Employees is reconstituted thru Special Order No. 1027, s. of 2020.
3. The Personnel Administration Division (PAD), who acts as Secretariat to the CO-RCC, already conducted initial review of SALN submissions and issued Memorandum to personnel who have not submitted their SALN or returned the SALN for correction.
4. The RCC Secretariat prepared the following list which was submitted to the Honorable Secretary thru Memorandum dated 14 May 2020, copy furnished the CSC, as follows:
 - a. Those who filed their SALNs with complete data
 - b. Those who filed their SALNs with incomplete data

This is in compliance to to CSC Resolution No. 1300455 dated March 4, 2013 which requires government agencies to submit the said lists to the head of agency, copy furnished the CSC on or before May 15 of every year.

5. The CO-RCC is set to convene in the third week of September 2020 to further review the SALN if the same is submitted on time, complete and in proper form pursuant to above CSC Resolution.
6. After the review, the duly accomplished SALNs shall be forwarded to the repository agencies within the timeline set.


LEONARDO C. REYNOSO



Personnel Division <personnel@dswd.gov.ph>

Filing and Submission of the Revised SALN Form for the Year 2020

Personnel Division <personnel@dswd.gov.ph>

Wed, Jun 24, 2020 at 1:48 PM

To: Central Office Advisory <co.advisory@dswd.gov.ph>, fobroadcast <fobroadcast@dswd.gov.ph>, Field Office Advisory <fo.advisory@dswd.gov.ph>

Dear All,

We are furnishing you a copy of the CSC MC No. 13 s. 2020 dated June 22, 2020, providing the guidelines in the filing and submission of the SALN Form for the year 2020 during the state of public health emergency.

For your information and guidance.

Thank you.

PERSONNEL ADMINISTRATION DIVISION
Human Resource Management and Development Service
Department of Social Welfare and Development
Constitution Hills, Batasan Pambansa Complex
Quezon City, Philippines
Tel (+632)931-8101 loc.104
Tel Fax (+632)931-9137

2 attachments

memorandum dated 06.24.2020.pdf
349K

CSC MC 13 s. 2020.pdf
1803K

DRN: HRMDS-PD-A-COMM-20-06-75370-S

MEMORANDUM

FOR : ALL OFFICIALS AND EMPLOYEES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

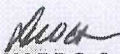
FROM : THE DIRECTOR

SUBJECT : FILING AND SUBMISSION OF THE REVISED STATEMENT OF
ASSETS, LIABILITIES AND NET WORTH (SALN) FORM FOR THE
YEAR 2020

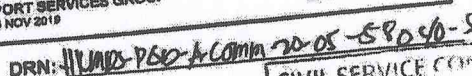
DATE : 24 JUNE 2020

We are furnishing you herewith a copy of the Civil Service Commission Memorandum Circular No. 13 s. 2020¹ dated 22 June 2020 providing the guidelines in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2020 during the state of public health emergency.

For your information and guidance.


LEONARDO C. REYNOSO

¹ Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020



JUN 01 2020

Received by: John

THROUGH : UNDERSECRETARY JOSE ERNESTO B. GAVIOLA
GENERAL ADMINISTRATION AND SUPPORT SERVICES

ASSISTANT SECRETARY RODOLFO M. SANTOS
OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION
FILING/SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES
AND NET WORTH (SALN) FY 2019

DATE : 14 MAY 2020

This is to provide the Honorable Secretary of the following list of filers of SALN in the Central Office, in compliance to the Civil Service Commission (CSC) Resolution No. 1300455 dated March 4, 2013 on the Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth (SALN):

- 1.1 List of officials/employees who filed their SALNs with complete data; and
1.2 List of officials/employees who filed their SALNs but with incomplete data

Considering that the filing of SALN is extended until June 30, 2020 we cannot yet provide the List of officials/employees who did not file their SALNs.

Likewise, with the said extension of SALN submission, the RCC has yet to convene. The Personnel Administration Division (PAD) as the RCC Secretariat initially reviewed the SALNs to come-up with the list as required under items 1.1 and 1.2 hereof.

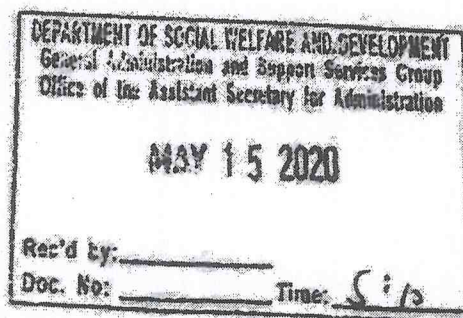
The RCC Secretariat shall inform/remind, thru any means available, the personnel who submitted SALN for correction/completion. After the deadline of SALN submission, the CO-RCC shall convene to review further the said SALNs.

For the Honorable Secretary's information and reference.

LEONARDO C. REYNOSO

PAID RECEIVING
COPY:

CF: HONORABLE ALICIA DELA ROSA-BALA
CHAIRPERSON, CIVIL SERVICE COMMISSION



MC No. 13, s. 2020

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS; BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS, GOVERNMENT OWNED OR CONTROLLED
CORPORATIONS; AND STATE COLLEGES AND
UNIVERSITIES

SUBJECT : Filing and Submission of the Revised Statement of Assets,
Liabilities and Net Worth (SALN) Form for the Year 2020

Pursuant to **CSC Resolution No. 2000603** dated **June 22, 2020**, the Commission resolves to adopt the following guidelines in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2020 during the state of public health emergency:

1. The online oath taking of the SALN shall be allowed subject the following steps:
 - a. The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via Communication Technology (e.g. WebEx, Zoom or Skype). A "Communication Technology" is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.
 - b. The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
 - c. The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer. The Original shall refer to the electronic SALN or physical SALN, as the case may be.

Bawat Kawani, Lingkod Bayani

- d. On the same day, the Declarant transmits a copy of the Original to the Administering Officer via fax or electronic means. A copy of a physical SALN refers to its scanned copy.
- e. The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgment by affixing his/her wet ink signature, and then scan the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- f. The Declarant then sends/delivers the Copy to the Human Resource Department/Office (HRDO) of the concerned department, office or agency to comprise filing of the SALN, subject to the guidelines on online filing or transmission in paragraph 2 hereof.
- g. The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting. The list shall be submitted to the HRDO within five (5) days from the last day of filing of the SALN for recording purposes.

2. The online filing or transmission of a duly executed SALN shall be allowed, subject the following guidelines:

- a. The department, office or agency concerned shall put in place processes and mechanisms to enable or allow online oath taking of the SALN and the electronic filing of the SALN, and to ensure that the SALN electronically filed are verifiable and authentic.
- b. The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN to the concerned department, office or agency.
- c. A "duly executed SALN" refers to a SALN that is personally signed under oath before an administering officer or notary public, or that executed through online oath taking as recognized under paragraph 1 hereof.

- d. The Declarant, when filing the SALN through online transmission, shall ensure that the SALN is in Portable Document Format (PDF).
 - e. An electronic SALN shall refer to a duly executed SALN filed by the Declarant to the concerned department, office or agency via online transmission.
 - f. An electronic SALN, for purposes of SALN compliance for the year 2020, shall be considered the original, and a printout thereof shall be considered a duplicate original.
3. The review and compliance procedure on the filing of the SALN shall be subject the following guidelines:
- a. All public officials and employees are given additional period of sixty (60) days from **June 30, 2020**, the last day of filing of the SALN, or **until August 31, 2020**, to file their SALN with their respective departments, offices, or agencies, unless the circumstances require otherwise.
 - b. All heads of department, office or agency shall establish procedures for the review of the SALNs to determine whether said statements have been submitted on time, are complete and are in proper form. It shall also include the constitution of the review and compliance procedure.
 - c. The last day of submission of the SALN Forms by all departments, agencies and offices to the appropriate repository agencies is extended from **August 31, 2020** to **October 31, 2020**.
4. The submission of SALNs by departments, offices and agencies to the proper repository agency shall be subject the following guidelines:
- a. Upon collation of the SALNs, the concerned department, office or agency has the option to submit/transmit the collated SALNs with the proper repository either physically or electronically. The concerned department, office or agency shall exercise only one option in submitting the SALNs, not a combination of both, in order to facilitate centralized recording and monitoring by repository agencies.
 - b. In the case of physical submission, the same shall comply with the existing guidelines on the filing and submission of the SALN. SALNs for physical submission includes physical SALNs filed and printed copies of SALNs electronically transmitted.
 - c. In the case of electronic submission, the department, office or agency concerned is allowed to submit or transmit the electronic SALNs to the proper repository agency either with the use of USB flash drive or disc storage together with the required summary as provided under the rules. SALNs under this filing include SALNs electronically transmitted as recognized under paragraph 2 hereof, and scanned copies of physical SALNs filed.

- d. In both instances, the department, office or agency is required to submit a list of SALNs electronically filed and physically filed.
 - e. The proper repository agencies may establish their own rules in allowing the receipt of electronic copies of the SALNs provided they comply with the uniformity rule, that is, SALNs may be filed either through electronic files or physical files, but not a combination of both.
 - f. For the CSC, the submission of electronic SALNs may be made by transmitting the USB flash drive or CD with the CSCFO or CSCRO having jurisdiction over them. The CSCFO or CSCRO will then transmit the same to the CSC CO.
5. Submission of electronic SALNs shall be deemed substantial compliance for the year 2020.
6. The foregoing parameters shall be subject to changes in case of any further issuances by the appropriate authorities, department and/or task force pertaining to the national state of public health emergency brought by the COVID-19.
7. Any inconsistent provision in the previous issuance shall be deemed amended.
8. It is reiterated that the proper form to be used by all public officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

For your guidance.


ALICIA dela ROSA-BALA
Chairperson

22 June 2020



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
(Administrative Order No. 25 s. 2011)

MEMORANDUM CIRCULAR NO. 2020- 1

June 02, 2020

TO : All Heads of Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, the Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or-Controlled Corporations, Local Water Districts, and Local Government Units

SUBJECT : Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016

1.0 PURPOSE

This Circular is being issued to prescribe the criteria and conditions on the grant of the PBB for FY 2020 performance to be given in FY 2021. Essentially, the same criteria and conditions for FY 2019 PBB are being issued for FY 2020 PBB to support the Administration's focus on the streamlining of government services, with the implementation of Republic Act (RA) No. 11032 known as the *Ease of Doing Business (EODB) and Efficient Government Delivery Service Act of 2018*, in promoting integrity, transparency, accountability, proper management of public affairs and public property, as well as to establish effective practices, aimed at the efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.

2.0 COVERAGE

This Circular covers all departments, bureaus, offices, and other agencies of the National Government, including Constitutional Commissions, Other Executive Offices (OEOs), Congress, the Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs), and Local Government Units (LGUs).

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hour after submission, the Certification under Oath shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900 - 67 - 41 to 44 to confirm whether the submission was received and if so, request for the acknowledgment of receipt of the submitted Certification.

Agencies covered by the EPA requirement but were NOT able to comply may submit their respective justifications to the AO25 IATF within the compliance validation period. Justifications are subjected to review in accordance with Section 5.6 (b) of this Circular.

The Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP, which is the basis for the EPA should be **posted** on the agency TS page not later than **September 30, 2020**. Do not submit the indicative APP to the GPPB. Indicative APP submissions will not be accepted and will not be assessed as PBB compliance.

- f. **Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on or before **June 30, 2020**³. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>.

The APCPI results must be submitted to the GPPB-TSO through email address apcpi@gppb.gov.ph indicating "2019 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB" in the subject line.

Agency representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt of the auto-acknowledgment within **one (1) hour** after submission, the APCPI Results shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900 - 67 - 41 to 44 to confirm whether the submission was received and if so, request for the acknowledgment of receipt of the submitted APCPI results.

- 5.7 **Other cross-cutting requirements.** The AO25 IATF sets the following cross-cutting requirements:

- a. **Establishment and Conduct of Agency Review and Compliance of SALN.** Under Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713) and CSC Resolutions Nos. 13000455 and 1500088, each

³ As per GPPB Resolution No. 04-2020.

department/agency shall establish a SALN Review and Compliance Committee to determine whether said statements have been submitted on time, are complete, and are in proper form.

Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015. The Agency Review and Compliance Procedure of SALN used by the department's/agency's SALN Review and Compliance Committee should be cascaded to all employees. The scanned copy of the same shall be uploaded in the agency TS webpage not later than **October 1, 2020**. See also *Section 6.11, 6.14 and 10.3 on SALN requirements*.

Should the departments/agencies decide to retain the previously posted Guidelines, they should indicate or take note in the website that **no changes** have been made from the previous year's Establishment and Conduct of Agency Review and Compliance of SALN.

- b. **Comply with the Freedom of Information (FOI) Program** pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). Agencies should comply with the following FOI requirements within the set deadline:
1. The Updated People's FOI manual (including the new designated list of FOI Receiving Office/rs and its contact details, if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before **January 29, 2021**;
 2. The FOI Reports (Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report) uploaded in the agency TS page on or before **January 29, 2021**;
 3. A screenshot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foi.pco@gmail.com on or before **January 29, 2021**; and,
 4. Modified One-page FOI Manual (including FOI Receiving Office/rs and its contact details and the step-by-step procedure of FOI Request in standard paper-based and electronic format) uploaded in the agency TS page on or before **January 29, 2021**. For reference, please see FOI MC No. 1, s. 2020 at www.foi.gov.ph/resources.

Agencies should submit the accomplished FOI Reports strictly in **one (1) Excel format (.xls)** based on templates provided in this link: www.bit.ly/2018FOIReports. Submissions not compliant to the file format and templates will not be considered. All agencies including those already on board the eFOI portal, are required to send the soft copy submissions to foi.pco@gmail.com. Policy

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