

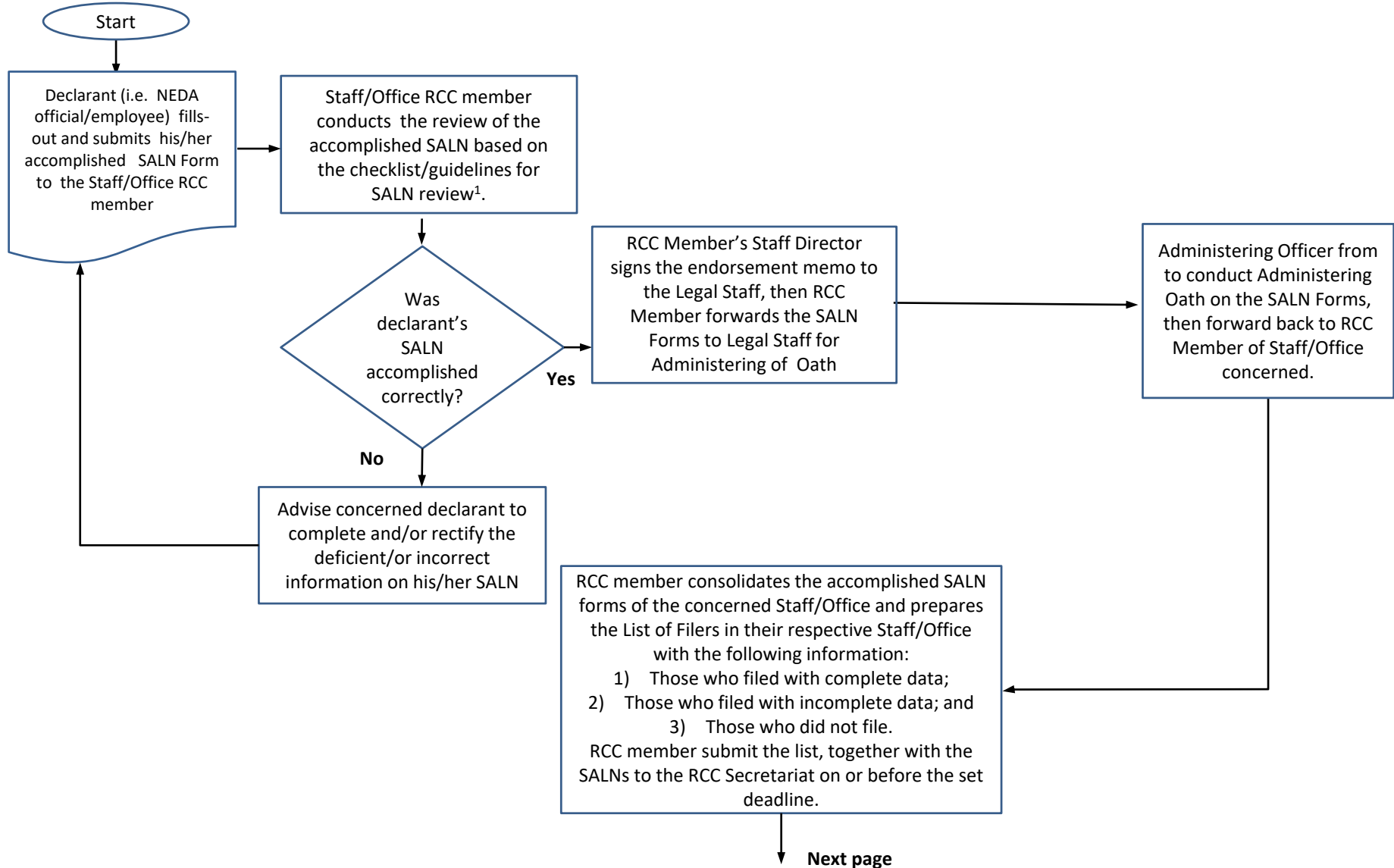
**National Economic and Development Authority (NEDA)
Review and Compliance Committee (RCC) Procedures in the Filling Out and Submission of the
Statement of Assets, Liabilities and Net Worth (SALN) Form for CY 2021**

Declarant

RCC Member

RCC Secretariat

Legal Staff



**National Economic and Development Authority (NEDA)
Review and Compliance Committee (RCC) Procedures in the Filling Out and Submission of the
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Consolidates the administered SALN forms and the Report of the following:
1) Those who filed with complete data;
2) Those who filed with incomplete data;
and 3) Those who did not file together with the signed Certification of the RCC members.

Prepares transmittal letter to be signed by the RCC Chairperson, Certification of RCC, and submits the Report of personnel who filed with incomplete data and who did not file SALN to the Secretary, if any, copy furnished the CSC or Office of the President, as applicable.

Prepares memorandum to be signed by the Secretary ordering the compliance of personnel for the deficiency in the submitted SALN for a non-extendible period of three (3) days from receipt of the order.

Prepares transmittal letter for the submission of 1 copy of the SALN of the Officials to the Office of the President (for Asst. Secretary position and above) and of the employees to the Civil Service Commission before the set deadline.

Shall provide 1 copy for the official/personnel concerned thru the Staff RCC Member and 1 copy for official/personnel 120 file.

End

References:

1. **CSC MC No. 10, s. 2006** – Review and Compliance Procedure in the Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections
2. **CSC MC Mo. 3, s. 2013** – Amendment to the Review and Compliance Procedure in the Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections

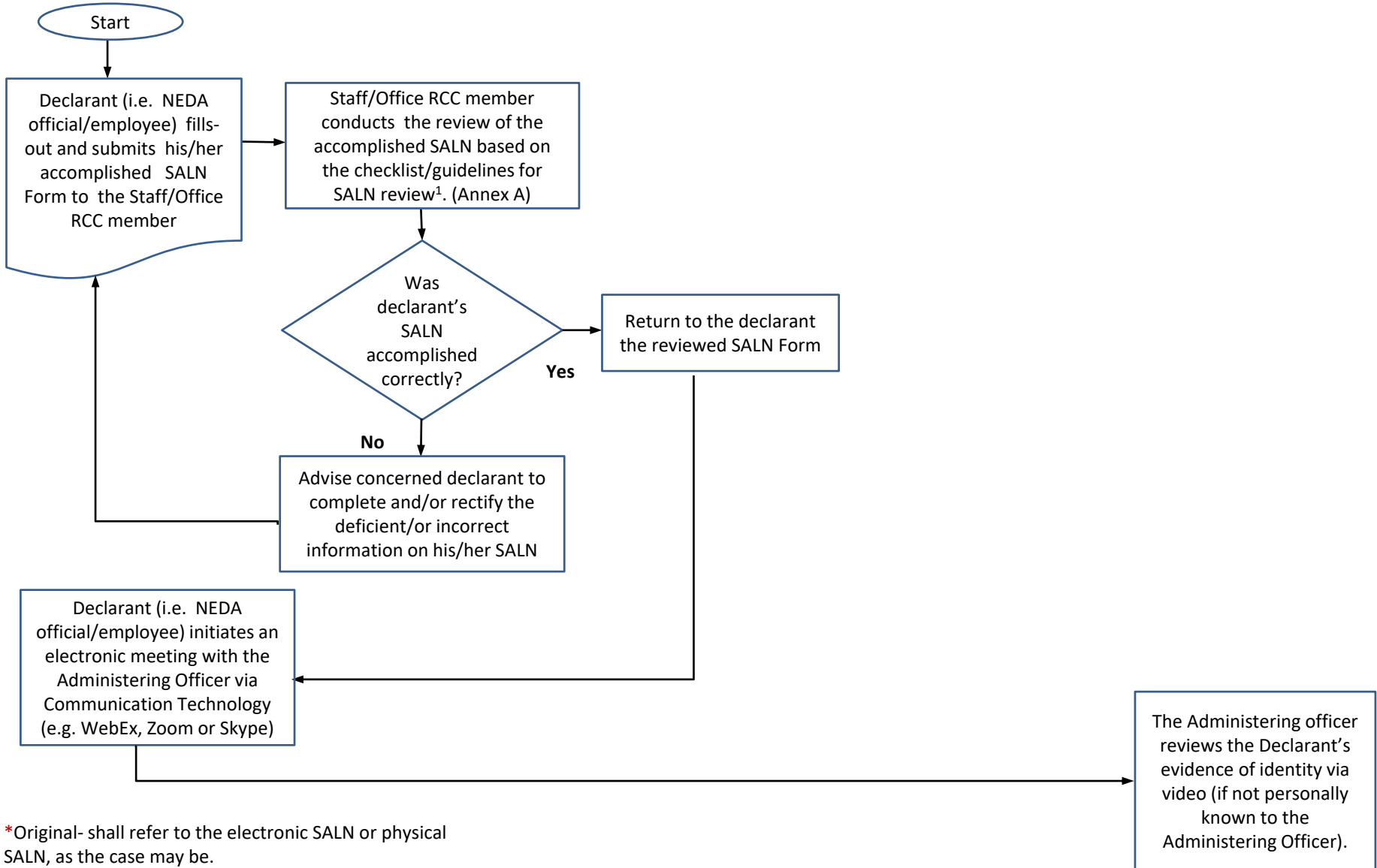
**National Economic and Development Authority (NEDA)
Review and Compliance Committee (RCC) Procedures in the Online Oath taking of the
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*Original- shall refer to the electronic SALN or physical SALN, as the case may be.

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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 affix his/her electronic/digital signature to the electronic SALN, or wet ink to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer.

On the same day, the Declarant transmits a copy of the Original* to the Administering Office via fax or electronic means.

The Administering Officer may use electronic signature or wet ink signature in acknowledging SALN.

1. In case of electronic signature, the Administering Officer completes/ signs the acknowledgement by affixing his/her electronic/ digital signature in the copy of the Original sent by the Declarant.
2. In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement 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.

Declarant (i.e. NEDA official/employee) shall send/deliver his/her duly executed SALN* to Staff/Office RCC member.

RCC member integrates the accomplished and duly executed electronic copy of the SALN forms of the concerned employee with the Staff/Office list of SALN filers. The List of SALN Filers in their respective Staff/Office shall have the following information:

*Original- shall refer to the electronic SALN or physical SALN, as the case may be.

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1) Those who filed with complete data;
2) Those who filed with incomplete data; and
3) Those who did not file.
RCC member submit the list, together with the SALNs to the RCC Secretariat on or before the set deadline.

Consolidates the administered SALN forms and the Report of the following:
1) Those who filed with complete data;
2) Those who filed with incomplete data; and
3) Those who did not file together with the signed Certification of the RCC members.

Prepares transmittal letter to be signed by the RCC Chairperson, Certification of RCC, and submits the Report of personnel who filed with incomplete data and who did not file SALN to the Secretary, if any, copy furnished the CSC or Office of the President, as applicable.

Prepares memorandum to be signed by the Secretary ordering the compliance of personnel for the deficiency in the submitted SALN for a non-extendible period of three (3) days from receipt of the order.

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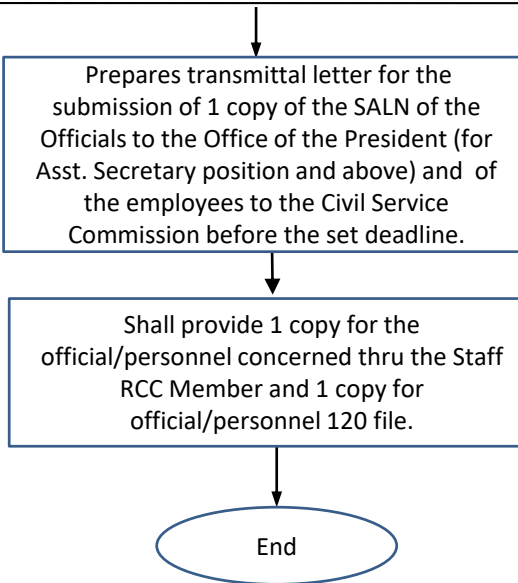
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Reference:

CSC Resolution No. 2100339 promulgated on 12 April 2021 – Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) During Exceptional Circumstances

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Review and Compliance Committee (RCC) Procedures in the Filling Out and Submission of the
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¹ Checklist/Guidelines for SALN Review include the following:

On page 1 of the SALN Form:

1. Ticked-off the appropriate box in filing the SALN form (jointly, separately or N/A);
2. Filled-out the name/s of declarant's unmarried children below 18 years of age;
3. Filled-out the portion on real properties according to the following:
 - a) use (i.e. residential, commercial, agricultural, industrial, mixed use and the like)
 - b) description and improvements;
 - c) fair market value and assessed value; and
 - d) acquisition cost.
4. Filled-out the portion on personal properties according to description, year acquired and acquisition cost; and
5. Filled-out the portion on liabilities according to nature of liability, name of creditors and outstanding balance.

On page 2 of the SALN Form:

1. Filled-out the portion on business interests/financial connections according to name of business, business address, nature of business and date of acquisition;
2. Filled-out the portion on relatives in the government service according to name of relative, relationship, position and name and address of agency/office; and
3. Filled-out the portion on certification and signature according to the following:
 - a) affixed signature/s of declarant and/or co-declarant (i.e. spouse);
 - b) Government –issued I.D. of the declarant and/or co declarant; and
 - c) Date I.D. was issued.