

# Review Guide for the SALN RCC

## On personal information:

1. Declarants who are married must indicate the name of their spouse in the space provided in the form.
2. The name of the spouse working in the government may not be included in the "Relatives in the Government Service" since it is already reflected in the "Spouse" section on the first page.
3. Declarant's children 18 years old and above should be removed from the list even if they are still living and receiving financial support from the Declarant.

## On completeness:

1. All blank spaces in the SALN should be supplied with N/A. "Nothing follows" is not acceptable.
2. The exact location must be indicated in the Real Properties column, i.e., house number and street. However, the street name, barangay, barrio or sitio would be sufficient as long as it reasonably indicates the exact location.
3. If the Declarant and spouse are both working in the government, the "Joint Filing" or "Separate Filing" box must be marked with an "x" or "√". While a Declarant who is "single" or whose spouse is working in the private sector shall put an "x" or "√" mark in the "Not Applicable" box.
4. Both spouses should sign the SALN form, whether in the government or private sector. If the signature cannot be acquired from the spouse, an explanation should be attached or indicated in the space provided for the spouse's signature.
5. Assessed and Current Fair Market Value, whether owned or mortgaged, should be indicated in the Real Property Assets.
6. Various years in the Personal Properties is acceptable.

## On form:

7. December 31, 2020, or end of December 2020 should be indicated on the first page, the upper portion of the form.
8. SALN form may be printed in any size of bond paper as long as there is no alteration of the contents on each page.
9. The use of plain bond paper for additional assets is acceptable.
10. The "Revised as of January 2015 Per CSC Resolution No. 1500088 Promulgated on January 23, 2015" may not be present in the SALN form as long as the "exact location" of properties is indicated in the Real Assets column.
11. The printed name of the Administering Officer should be indicated in the form and the date the SALN was signed.

## Others:

12. Online oath-taking is allowed pursuant to MC 13, s. 2020.
13. The Heads of Offices or Officials authorized by the Chairperson, through an Office Order, can administer the oath.
14. Administering Officers who are authorized to sign the SALNs of Officials (Directors and above) may also administer the oath of first and second-level employees. Administering Officers, however, who are designated to sign the SALNs of first and second-level employees within their respective Offices, cannot sign the SALNs of Officials.

A Director IV can administer the oath having a position equivalent to a Bureau Director as provided under EO 292.

15. Inform the Declarant on glaring errors, such as wrong computation, wrong interpretation of properties, etc.



OO No. 0222, s. 2020

**OFFICE ORDER**

**TO :** Director III JENNIFER L. TIMBOL  
OIC-Director III KRUNIMAR ANTONIO D. ESCUDERO III

**SUBJECT:** Designation as SALN Review and Compliance Committee Members

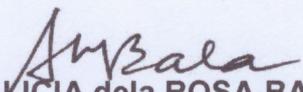
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You are hereby designated as members of the Statement of Assets, Liabilities and Networth (SALN) Review and Compliance Committee (RCC).

As a member of the SALN RCC, you are to ensure that the Declarants comply with the requirements in filing the SALN form as prescribed under Republic Act 6713, and its Implementing Rules and Regulations, as follows:

- a. Basic Information;
- b. Assets (Real Properties and Personal Properties);
- c. Liabilities;
- d. Net Worth;
- e. Financial Connections and Business Interests; and
- f. Relatives in the Government.

This Office Order shall take effect immediately and shall subsist unless sooner revoked.

  
**ALICIA dela ROSA-BALA**  
Chairperson

29 June 2020

**Bawat Kawani, Lingkod Bayani**

**OFFICE ORDER**

**TO :** Asst. Commissioner ARIEL G. RONQUILLO  
Director IV FERNANDO M. PORIO  
Director III NOREEN BOOTS GOCON-GRAGASIN  
Director III MA. THERESA C. FERNANDEZ  
Director III RAFAEL R. MARCO  
Atty. ROSALITA RANCES-PETACA

**SUBJECT :** Constitution of SALN Review and Compliance Committee

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In the exigency of the service, the Statement of Assets, Liabilities and Networth (SALN) Review and Compliance Committee (RCC) is hereby reconstituted to be composed of the following:

Chairperson : Asst. Commissioner ARIEL G. RONQUILLO  
Co-Chairperson : Director IV FERNANDO M. PORIO  
Members : Director III NOREEN BOOTS GOCON-GRAGASIN  
Director III MA. THERESA C. FERNANDEZ  
Director III RAFAEL R. MARCO  
Atty. ROSALITA RANCES-PETACA

You are to ensure that the Declarants comply with the requirements in filing the SALN form as prescribed under Republic Act 6713, and its Implementing Rules and Regulations, as follows:

- a. Basic Information;
- b. Assets (Real Properties and Personal Properties);
- c. Liabilities;
- d. Net Worth;
- e. Financial Connections and Business Interests; and
- f. Relatives in the Government.

All Orders inconsistent herewith are hereby amended, repealed, and/or modified accordingly.

This Office Order shall take effect immediately and shall subsist unless sooner revoked.

  
**ALICIA dela ROSA-BALA**  
Chairperson

April 11, 2019

OFFICE ORDER

TO : Asst. Commissioner Ariel G. Ronquillo - Chairman  
Director Lorelei Cabatu - Co-Chairman  
Director Ma Leticia G. Reyna - Member  
Director Noreen Boots Gocon-Gragasin - Member

SUBJECT: *Constitution of the SALN Review and Compliance Committee*

DATE : January 10, 2014

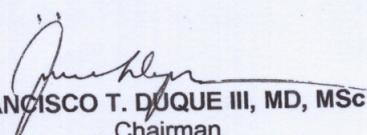
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You are hereby constituted as the SALN Review and Compliance Committee from 2014 to 2017.

As such, your duties shall be as follows:

1. Ensure that all officials and employees in the Central Office submit their accomplished SALN form within the prescribed period;
2. Ensure compliance with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations as follows:
  - a. Basic Information;
  - b. Assets (Real Properties and Personal Properties);
  - c. Liabilities;
  - d. Net Worth;
  - e. Financial Connections and Business Interests; and
  - f. Relatives in the Government.

Asst. Commissioner Ronquillo and Director Cabatu are further authorized to act as Administering Officers for the officials and the rank-and-file, respectively. As such, the attestation made by the declarants in their SALN have to be administered/signed by the Administering Officers for the oath to be legally effective.

For compliance.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

*In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service*