

The Administrative Unit shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year

For strict compliance.


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Section 2. Persons authorized to review and evaluate the submitted SALN

There shall be a designated Review and Compliance Committee to receive and to evaluate if the SALN has been submitted on time, complete and in proper form.

Section 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:

1. Those who filed their SALNs with complete data;
2. Those who filed their SALNs but with incomplete data, and
3. Those who did not file their SALNs.

Section 4. Ministerial Duty of the Head of Agency to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation it shall be the ministerial duty of the Head of Agency to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to Comply within a non-extendable period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. Sanction for Failure to Comply/Issuance of a Show-Case Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground of disciplinary action. The Head of Agency shall issue a show-cause order directing the concerned employee 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 2017 Revised of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1st offense – Suspension for one (1) month and one (1) day to six (6) months
 2nd offense – Dismissal from the service

Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

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Office Order No: 21

Series of 2018

FOR : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

SUBJECT : BAFS REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS. (SALN)

DATE : SEPTEMBER 28, 2018

In order to promote an orderly system for the filing and submission of the Statements of Assets, Liabilities and Net Worth, and Disclosure of Business Interests and Financial Connections (SALN) forms of all BAFS Permanent Employees, the BAFS Review and Compliance Procedure in the filing and submission of SALN forms is hereby established, to wit:

Section 1. Filing and Submission of SALN

All BAFS Employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Office of the Director, to wit:

1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
3. Within thirty (30) days after separate on from the service, statements of which must be reckoned as of his/her last day of office.

All BAFS Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. All SALN forms must be submitted in triplicate (3) copies.

