



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



ADMINISTRATIVE ORDER NO. 09-02  
(Series of 2018)



In the interest of service, to ensure compliance of all Officials and Employees of this Commission to Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", CSC Memorandum Circular No. 10, s. 2006 and CSC Resolution No. 1300455 dated March 4, 2013 particularly in the filing and submission of Statement of Assets, Liabilities and Net worth (SALN) including Disclosures of Business Interests and Financial Connections, the following Review and Compliance Procedures are prescribed:

**1. Filing and Submission of SALN on Time and to the Proper Official**

a. All regular and contractual plantilla officials and employees shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections to their respective Chief or Head of the Personnel/Administrative Office/Division, 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 separation from the service, statements of which must be reckoned as of his/her last day of office.

b. Officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items required to be filled up which are not applicable to the filer should be marked N/A (not applicable).

**2. Duties and Responsibilities of the Administrative Division and the SALNs Review and Compliance Committee.**

- a. The Administrative Division/Unit of the Central Office and Regional Arbitration Branches shall acknowledge the receipt of the SALNs from officials and employees by stamping "Received" indicating the time, date, name and signature of the personnel assigned to receive the document.
- b. Subsequently, the Administrative Division/Unit shall check the received SALN Forms from Officials and Employees if properly accomplished within ten (10) working days from receipt. A SALN is deemed properly accomplished when all applicable information or details required therein are provided and those not applicable required information are marked N/A.
- c. In case SALN Forms are not properly accomplished, the Administrative Division/Unit shall require the concerned officials or employees to complete the needed information by returning their SALN with a cover

letter specifying all the deficiencies and deadline to resubmit their SALN but not later than five (5) days.

- d. In case there are officials and employees who failed to submit their SALN within the deadline set by the office, the Administrative Division/Unit shall likewise remind the concerned officials or employees of the submission through the issuance of a reminder memorandum not later than five (5) days extension period to be signed by respective heads of offices:
  - The Chairman or the Executive Clerk of Court IV for the Divisions 1 to 6 and Central Office
  - The Presiding Commissioner for 7<sup>th</sup> and 8<sup>th</sup> Divisions
  - The Executive Labor Arbiter for the Regional Arbitration Branches
- e. Upon completion of checking, the Administrative Division/Unit shall make a transmittal of verified SALNs to the Review and Compliance Committee and set a schedule of meeting/deliberation for the assessment and review of all submitted SALN forms.
- f. The Review and Compliance Committee shall convene for purposes of review and assessment of submitted SALN forms. The Administrative Division/Unit shall act as its Secretariat who will take the minutes of the meeting.
- g. The Review and Compliance Committee shall render its report to their respective aforementioned head of office on or before May 15 of each year, copy furnished the Civil Service Commission, on the following:
  - List of Officials and Employees who filed their SALNs properly and with complete information;
  - List of Officials and Employees who filed their SALNs but with incomplete information; and,
  - List of Officials and Employees who failed to submit their SALN

#### **4. Ministerial Duty of the Chairman and Heads of Office to issue Compliance Order**

Immediately upon receipt of the report from Review and Compliance Committee, the respective heads of office has the ministerial duty to issue an order requiring to correct/supply the required information in the SALN or to file/submit their SALNs to comply within a non-extendible period of three (3) days from receipt of the order.

The requirement to complete in required information will include all assets and/or properties acquired, donated or transferred in the name of the filer during the year of declaration but were not included on his/her SALN for that year. In case the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, these assets and properties must be declared or reflected in the filer's next or succeeding SALN.

#### **5. Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The Chairman or Heads of NLRC Offices shall issue a show-

cause order directing the concerned official or employee to submit his/her comment or counter-affidavit for such incomplete or failure to submit SALN. In case the evidence so warrants, the Chairman or Heads of NLRC Offices shall proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS). The offense of failure to file SALN is punishable under Rule 10, Section 50 (D) thereof, with the following penalties:

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

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

The Chief/Head of the Personnel/Administrative Division or Unit/HRMO shall transmit all original copies of the SALNs received on or before June 30 of every year to the concerned offices, as specified below:

Office of the President	Chairman, Presiding/Commissioners, Labor Arbiters under immersion
Deputy Ombudsman	Regional Officials and Employees (NCR, RABs CAR, 1-XIII)
Civil Service Commission	Central Office employees

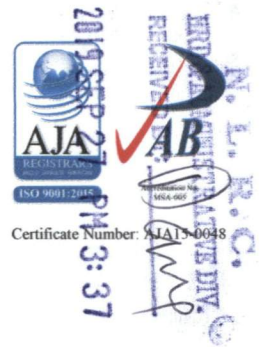
This Order takes effect immediately and revokes any other issuances inconsistent herewith.

18 September 2018.

  
GERARDO C. NOGRALES  
Chairman



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



**SPECIAL ORDER NO. 09-13**  
(Series of 2019)

In the interest of the service, and to ensure compliance with the procedure and filing of the Statement of Assets, Liabilities and Net Worth (SALN) pursuant to Section 7, Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, Special Order No. 03-03, s. 2014 is hereby revised. Accordingly, the Review and Compliance Committee is reconstituted, as follows:

**Main Office**

Head : Executive Clerk of Court II, 4th Division  
Members : Acting ECC II Van Christian O. Leynes  
Ms. Amalia L. Celino  
Ms. Sally Marie G. Antonio

**7<sup>th</sup> and 8<sup>th</sup> Divisions**

Head : Executive Clerk of Court II  
Member : Administrative Officer V  
Administrative Office Personnel

**RABs/SRABs**

Head : one (1) Labor Arbitration Associate  
(designated by the Executive Labor Arbiter)  
Member : Administrative Officer V/Designate  
Administrative Office Personnel

The Committee shall evaluate the submitted SALN forms submitted to determine whether said statements have been properly accomplished in accordance with the guidelines. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

For record purposes, the Committee shall furnish the Administrative Division-Main Office on or before May 15 of every year with the copy of Summary List of SALN Filers which was submitted to the appropriate agencies (i.e., Office of the President/ Office of the Deputy Ombudsman/Civil Service Commission).

This Order takes effect immediately and supersedes any other issuances inconsistent herewith.

18 September 2019.

  
GERARDO C. NOGRALES  
Chairman

cc: all concerned



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



**MEMORANDUM**

**TO : ALL OFFICIALS AND EMPLOYEES**

**SUBJECT : CSC RESOLUTION NO. 2100339, FILING AND SUBMISSION OF SALN DURING EXCEPTIONAL CIRCUMSTANCES**

**DATE : April 19, 2021**

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Please be informed of CSC Resolution No. 2100339, promulgated on April 12, 2021, providing guidelines on SALN Compliance during exceptional circumstances, which includes, among others, online oathtaking of the SALN in addition to the personal administering and taking of the oath and online filing and transmission of duly executed SALN. Further, the CSC Resolution provides additional period of thirty (30) days from April 30 within which to comply with the filing of SALN.

Thus, officials and employees who have not submitted yet their SALNs are given until **May 30, 2021** to submit their respective SALNs.

A copy of the CSC Resolution is attached for ready reference.

For your information and guidance.

By authority of the Chairman:

  
**ELENITA F. CRUZ**  
Labor Arbiter  
Acting Executive Clerk of Court IV



**STATEMENT OF ASSETS, LIABILITIES  
AND NET WORTH (SALN)**

Re: Filing and Submission of the Statement  
of Assets, Liabilities and Net Worth During  
Exceptional Circumstances

**Number: 2100339**

**Promulgated: 12 April 2021**

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**RESOLUTION**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth;

**WHEREAS**, the requirement on the filing of the Statement of Assets, Liabilities and Net Worth (SALN) is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);

**WHEREAS**, Section 8 of Republic Act No. 6713 provides that the SALN must be filed on or before April 30 of every year after assumption of office;

**WHEREAS**, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

**WHEREAS**, the Civil Service Commission issued its Memorandum Circular No. 13, s. 2020 allowing online oath-taking of the SALN, the use of electronic/digital signature in the accomplishment of the SALN, and the electronic filing and submission of the SALN;

**WHEREAS**, the President of the Philippines, through Proclamation No. 1021, extended the declaration of the state of calamity throughout the Philippines for a period of one (1) year from September 13, 2020 to September 12, 2021 following the rise of Corona Virus Disease (COVID-19) positive cases and deaths despite efforts and interventions to contain the same;

**WHEREAS**, the Commission is cognizant that alternative work arrangements are being implemented in order to comply with government restrictions on physical distancing;

**WHEREAS**, there is a need to adapt to changes in work and life brought about by unforeseeable events that occur not just locally, but also globally;

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**Bawat Kawani, Lingkod Bayani**

**WHEREFORE**, the Commission **RESOLVES** to **ADOPT** the following guidelines for SALN compliance during exceptional circumstances:

1. **COVERAGE.** These guidelines shall apply during exceptional circumstances when on or around the date of the filing of the SALN the whole or part of the Philippines is placed or declared under emergency status or under state of calamity by executive or local or national legislative issuance causing limited movement of its citizens due to danger to public health and public safety or preventing the normal way of life of the citizens. These guidelines shall apply to the filing and submission of the 2020 SALN.
2. **ONLINE OATH-TAKING.** In addition to the personal administering and taking of oath, 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.<sup>1</sup>
  - 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.
  - d. On the same day, the Declarant transmits a copy of the Original to the Administering Officer through 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.

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<sup>1</sup> Executive Order No. 7Q, State of Connecticut, United States of America, Accessed 8 June 2020, <<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-ExecutiveOrders/Executive-Order-No-7Q.pdf>>

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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.

- 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.
3. **ONLINE FILING OR SUBMISSION.** 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, and that it shall be protected under the provisions of relevant laws such as the Data Privacy Act of 2012.
  - 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 affected by any exceptional circumstances, shall be considered the original, and a printout thereof shall be considered a duplicate original.

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g. Declarant's online filing or submission of his/her SALN in compliance with these Rules shall be considered as the Declarant's date of filing of his/her SALN with his/her Agency. "

4. **SUBSTANTIAL COMPLIANCE.** The submission of electronic SALNs shall be deemed substantial compliance during the affected period.
5. **COMPLIANCE PROCEDURE.** All heads of department, office or agency, under these exceptional circumstances, 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 committee.
6. **SUBMISSION TO REPOSITORY AGENCIES.** 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.

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For agencies where the CSC is the proper repository agency, the submission of SALNs may be made by transmitting the physical SALNs for physical filing or the USB flash drive or CD for electronic SALNs with the CSC Field Office (CSC FO) or CSC Regional Office (CSC RO) having jurisdiction over them. Upon receipt, the CSC FO or CSC RO will then inform the IRMO, through its Director IV, of such receipt with notice on the possible date that the physical SALNs or USB flash drive or CD will be transmitted to the CSC Central Office (CSC CO).

7. **ADDITIONAL PERIOD.** At any time that the whole or part of the Philippines is placed under exceptional circumstances as defined above, all public officials and employees or those in affected area/s are given additional period of thirty (30) days from April 30 of such year within which to comply with the filing of the SALN.

All departments, agencies and offices or those in affected area/s are also given additional period of thirty (30) days from June 30 of such year within which to comply with the submission of the SALNs to the appropriate repository agency.

8. **EFFECTIVITY.** These guidelines shall be prospective in application and shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

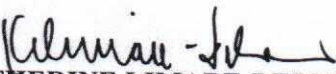
Quezon City.

**ORIGINAL SIGNED**  
**ALICIA dela ROSA-BALA**  
Chairperson

**ORIGINAL SIGNED**  
**ATTY. AILEEN LOURDES A. LIZADA**  
Commissioner

**VACANT**  
Commissioner

Attested by:

  
**KATHERINE LIMARE-DELMORO**  
Acting Director IV  
Commission Secretariat and Liaison Office

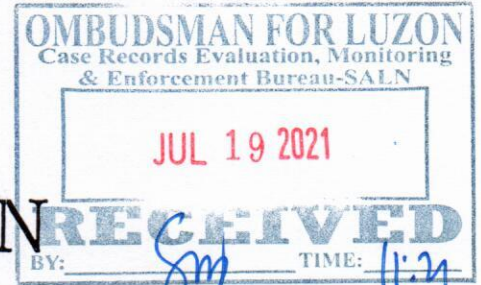


Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



**National Capital Region**

**Summary List of Filers  
Statement of Assets, Liabilities and Net Worth  
Calendar Year 2020**

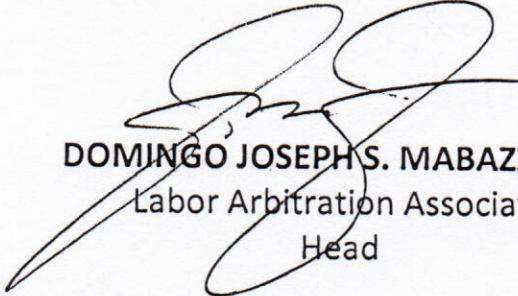


**CERTIFICATION RECEIVED**

This is to certify that the SALNs submitted/included in the Summary List of Filers 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 Memorandum Circular No. 10 series of 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

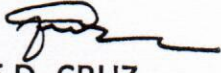
Issued on July 15, 2021.



**DOMINGO JOSEPH S. MABAZZA, JR.**  
Labor Arbitration Associate  
Head



**MA. PILAR C. PILAR**  
Administrative Aide VI  
Member



**FE D. CRUZ**  
Administrative Officer V  
Member