



MEMORANDUM ORDER NO. 2021 - 007

January 19, 2021

TO: ALL MUNICIPAL OFFICIALS & LOCAL GOVERNMENT EMPLOYEES
This Local Government Unit

FROM: THE LOCAL CHIEF EXECUTIVE
This Municipality

SUBJECT: SUBMISSION OF THE STATEMENTS OF ASSETS, LIABILITIES & NETWORTH (SALNs)

Pursuant to the provisions of Section 8 Republic Act 6713 and Section 7 of Republic Act No. 3019, **all public officials and employees are required to properly accomplish and submit four (4) copies of the Revised Form of the Statements of Assets, Liabilities and Networth (SALNs) for CY 2020** and the year thereafter in order to promote transparency in the civil service and to establish a deterrent against government officials fixed on enriching themselves through unlawful means.

Married employees, except those marriages have been legally declared null and void, annulled or those separated with finality shall provide the required information for their spouses including children below eighteen (18) years of age living in their household regardless of legitimacy or illegitimacy.

All duly accomplished SALNs shall be submitted to the Municipal Human Resource Management Office on or before **March 15 in four (4) copies** of every year in joint/separate filing of spouses. In the case of separate filing due to other spouse is working in other agency, the latter will be submitted to the MHRMO on the 20th day of March a certified true copy of the duly accomplished SALN for this will be the responsibility of both spouses working in the government agencies.

In the case of the newly hired officials and employees, they are mandated to submit the SALN within thirty (30) days after assumption to office and separation from service.

All needed data and information shall be properly accomplished and when all the applicable information/data required are provided by the declarant including "N/A" whenever appropriate. The Review and Compliance Committee shall review and consolidate the duly accomplished SALN of officials and employees shall prepare the alphabetical lists who initially:

- a) Filed their SALNs with complete data;
- b) Filed their SALNs but with incomplete data; and
- c) Did not file their SALNs;

The list will be submitted to the undersigned on or before **March 31** after review of the Compliance Committee. After which, the filed SALN will be submitted to the Office of the Ombudsman for Mindanao and the Civil Service Commission on or before **May 31 of every year**.

Failure on the part of an employee to submit the duly accomplished SALN is punishable by law pursuant to Rule 10, Section 50, Item D, Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service, with the following penalties:

- 1ST OFFENSE : **Suspension for one (1) month and one (1) day to six months (6)**
- 2ND OFFENSE : **Dismissal from the service**

This Order shall take effect immediately. For your information and guidance.

RAMIL L. GENTUGAYA
Municipal Mayor

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