



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Fire Protection
NATIONAL HEADQUARTERS
Agham Road, Sitio San Roque, Brgy. Bagong Pag-asa, Quezon City

26 MARCH 2013

Date

MEMORANDUM CIRCULAR
NUMBER 2013-002

SUBJECT: PROCEDURES TO BE UNDERTAKEN BY THE SALN REVIEW AND COMPLIANCE COMMITTEE

1. SCOPE

This Circular shall apply to the SALN Review and Compliance Committee (RCC) of the National Headquarters and Regional Offices BFP-wide.

2. OBJECTIVE

To establish uniformed guidelines Re: Proper Filing/Submission of Statement of Assets, Liabilities and Networth (SALN).

3. PROCEDURES

1. The SALN Review and Compliance Committee shall prepare Memorandum, for signature of the Chief BFP, directing the filing and submission of SALN on or before April 15 of every calendar year to the Secretariat, SALN Review and Compliance Committee in the National Headquarters. The Regional RCC shall set their own deadline for the submission of SALN, but in no case that the same shall be made beyond April 15.
2. Upon receipt of SALN Forms, the Committee shall evaluate the said forms to determine whether or not the same have been properly accomplished. It is deemed properly accomplished when all information or details required therein are provided by the filer. Item not applicable to the filer should be marked N/A (not applicable).

In order for all personnel to properly accomplish the SALN Forms, filers should observe the Guidelines herein provided, marked as Annex A of this Memo Circular. Only the authorized SALN Forms shall be used by the filers, sample of which is hereto attached as Annex B of this Memo Circular. Further, SALN Forms and Guidelines may also be downloaded from the Civil Service Commission's website www.csc.gov.ph under CSC Forms.

3. The SALN RCC shall issue an order requiring those who have incomplete data in their SALN to correct/supply the desired and correct information in their SALN and for those who did not file their SALN, to comply with non-extendable period of three (3) days from receipt of said order.
4. The SALN RCC shall recommend to the Chief, BFP/Regional Director, as the case may be, to issue a Memorandum directing the personnel concerned to submit his/her Explanation, under oath, why he/she failed to disclose complete and appropriate data/information in the SALN, or why he/she FAILED to submit the same.
5. Should the SALN RCC finds the explanation of the erring personnel to be non-meritorious, the committee shall proceed to initiate the appropriate administrative case against the said personnel.
6. The SALN RCC shall submit an alphabetical list of the following:
 - a. Filers and non-filers
 - b. Filers with incomplete information or details
 - c. Personnel who did not file their SALN on the prescribed period

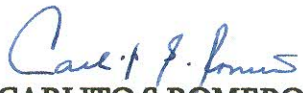
4. SANCTIONS

The offense for failure to file SALN is punishable under Rule IV, Sec. 52 (B) (8) of RA 6713.

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

5. EFFECTIVITY

This Memorandum Circular shall take effect upon approval.


CARLITO S ROMERO
CSUPT (DSC) BFP
Officer-in-Charge

