

**EMPLOYEE SERVICES DEPARTMENT**

8/F SSS Bldg., East Avenue, Diliman, Quezon City

Tel. Nos. (02) 8709-7198 local **5460** / (02) **8924-3461**

MEMORANDUM**FOR : ALL SSS OFFICIALS & EMPLOYEES****THRU : DEPARTMENT / BRANCH / OFFICE / ACTING HEADS / OFFICERS-IN-CHARGE****MA. NYMPHA M. RAGEL**

Vice President, Human Resource Services Division

Concurrent Acting Head, Human Resource Management Group

FROM : JOSELITO B. DE LOS REYES
Department Manager III**DATE : 21 February 2022****SUBJECT : STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH (SALN) FOR 2021**

In compliance with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 03, s. 2015, all SSS officials and employees including the members of the Social Security Commission who are active as of 31 December 2021, are required to submit the duly accomplished Sworn Statement of Assets, Liabilities and Net Worth (SALN) to the respective offices indicated below.

OFFICIAL / EMPLOYEE CONCERNED**WHERE TO FILE**

For Main Office, NCR and Luzon Branches - Employee Services Dept. (ESD)

For Visayas and Mindanao Branches - ESD and Office of the Deputy Ombudsman in their respective region

*Note: Officials/Employees must submit their respective SALNs at the department/branch/office where they are currently detailed.***GENERAL INSTRUCTIONS AND OTHER INFORMATION**

1. The Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Department/ Branch/ Office/ Acting Heads/ Officers-in-Charge (OICs) and other employees who may be designated by the Department/ Branch/ Office/ Acting Heads/ OICs are requested to reproduce the SALN Form for the use of their respective employees. The SALN Form may be downloaded from the SSS Sharepoint ➡ HR Matters ➡ Employee Services ➡ SALN format revised as of January 2015.
2. The Heads should see to it that all employees under his/her office will submit the SALN including those on leave (Study Leave-Official & Personal, Sick

Leave, Vacation Leave including those abroad, Maternity Leave, Paternity Leave, Rehabilitation Leave, Magna Carta of Women, Solo Parent Leave, Ten-Day Leave under RA 9262, under Suspension).

3. Have your SALN notarized by lawyers under the Legal and Enforcement Group. Before having the SALN Forms notarized, attach a photocopy/ies of any government-issued Identification Cards with signature (like GSIS UMID IDs, Driver's License, SSS Member's ID, etc.). The photocopy/ies of the IDs are for notarization purposes only, hence, should **not be attached to the SALN Forms when submitted to ESD.**

4. The Department/Branch/Office/Acting Heads/ OICs, Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Department/ Branch/ Office/ Acting Heads/ OICs and other employees who may be designated by the Department/ Branch/ Office/Acting Heads/ OICs are required to evaluate and ensure that the SALN Forms submitted have been properly accomplished based on the Guidelines in the Filling Out of the SALN Form. A SALN is deemed properly accomplished when all applicable information or details required are provided by the declarant. **The Guidelines in the Filling Out of the SALN Form is hereto attached as Annex A.**
 - a. The SALN Form must be properly accomplished in triplicate, all three copies having exactly the same entries/information. At least one copy must be original, but **all signatures must be ORIGINAL.**
 - b. The declarant is strictly required to fill out all applicable information on the SALN Form. Otherwise, such items should be marked with "N/A" or "not applicable".
 - c. Based on CSC MC No. 03, s. 2015, the declaration of real properties shall indicate the **EXACT LOCATION** of the property.
 - d. The boxes on the form shall be appropriately ticked off. **DO NOT LEAVE ANY ENTRY BLANK.**
 - e. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.
 - f. Married couples who are both public officials or employees may file the required statement jointly or separately. **A Joint Statement must be signed by both spouses and must be filed in their respective offices.** If the spouse is not a public officer or employee, the employee shall still cause his/her spouse to sign the SALN. **In case of non-compliance with the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance addressed to CSC/Office of the Ombudsman.**

In cases of Joint Filing:

f.1 If both employees are working at SSS, each employee/spouse should submit three (3) originally signed copies of SALN to their respective branch/department/office.

f.2 If one of the spouses work at SSS and the other spouse works with another government agency, the spouse who is

*working at another government agency, who is also called the **DECLARANT**, should submit at least one (1) originally signed copy of the SALN duly received by the Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) of the government agency where the **DECLARANT** is employed.*

*f.3 Both employees should have **IDENTICAL** SALN filed in their respective offices*

- g. If a statement is not properly filled out, the Department/ Branch/ Office/ Acting Heads/ OICs, Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Department/ Branch/ Office/ Acting Heads/ OICs and other employees who may be designated by the Department/ Branch/ Office/ Acting Heads/ OICs are required to immediately inform the individual and direct him/her to take the necessary corrective action.
- h. The Department/ Branch/ Office/ Acting Heads/ OICs shall oversee the afore-mentioned activities.
- i. Use **BLUE INK** in affixing signatures. E-signatures are not allowed.

5. DEADLINE FOR SUBMISSION

FOR MAIN OFFICE, NCR AND LUZON BRANCHES OFFICIALS AND EMPLOYEES

- a. After reviewing the accomplished SALN Forms based on the aforesaid guidelines, the Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Department/ Branch/ Office/ Acting Heads /OICs and other employees who may be designated by the Department/ Branch/ Office/ Acting Heads/ OICs shall **submit to ESD the following** not later than **7 March 2022**:
 - Three (3) original copies of the duly accomplished SALN per employee
 - Employees who filed SALNs with complete data – Summary List of Filers for Active Employee/s as of 31 December 2021 (Annex B1)
 - Employees who filed SALNs with incomplete data - Summary List of Filers for Active Employee/s as of 31 December 2021 (Annex B2).
 - Employees who did not file SALNs - Summary List of Filers for Active Employee/s as of 31 December 2021 (Annex B3).
- b. Employees with incomplete data on the SALN and those who did not file/submit their SALN will be receiving a Compliance Order from the President and Chief Executive Officer (PCEO), and must comply within a non-extendible period of thirty (30) days from receipt of the said Order. Upon compliance, the Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Department/ Branch/ Office/ Acting Heads/OICs and other employees who may be designated by the Department/ Branch/ Office/ Acting Heads/ OICs shall submit immediately to ESD the complied SALN Forms together with Annex **B1**.

- c. The first original copy of the duly accomplished SALN Forms shall be transmitted by ESD to the CSC/Office of the Ombudsman. The second original copy of the duly accomplished SALN shall be for the 201 file. The third original copy of the duly accomplished SALN shall be returned to the filer thru their respective Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Department/ Branch/ Office/ Acting Heads/ OICs and other employees who may be designated by the Department/ Branch/ Office/ Acting Heads/ OICs.

FOR VISAYAS and MINDANAO OFFICIALS AND EMPLOYEES

- a. After reviewing the duly accomplished SALN Forms based on the guidelines, the Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Branch/ Office/ Acting Heads/ OICs and other employees who may be designated by the Branch/ Office/ Acting Heads/ OICs shall **submit the following to ESD** not later than **7 March 2021**:
- First original copy of the duly accomplished SALN for the 201 file
 - Employees who filed SALNs with complete data – Summary List of Filers for Active Employee/s as of 31 December 2021 (Annex B1).
 - Employees who filed SALNs with incomplete data - Summary List of Filers for Active Employee/s as of 31 December 2021 (Annex B2).
 - Employees who did not file SALNs - Summary List of Filers for Active Employee/s as of 31 December 2021 (Annex B3).
- b. Employees with incomplete data on the SALN and those who did not file/submit their SALN will be receiving a Compliance Order from the PCEO, and must comply within a non-extendible period of thirty (30) days from receipt of the said Order. Upon compliance, the Junior/ Senior Administrative/ Executive Assistants or their equivalent, Administrative Section Heads, Staff of Branch/ Office/ Acting Heads/ OICs and other employees who may be designated by the Branch/ Office/ Acting Heads/ OICs of the Branch/Office shall submit immediately to ESD the complied SALN Forms together with Annex **B1**.
- c. For the Department/Branch/Office where employee/s received a Compliance Order, please coordinate with ESD before submitting the second original copy of the duly accomplished SALN to the Office of the Deputy Ombudsman **not later than 13 May 2022**.
- d. If no employee in the Department/Branch/Office received a Compliance Order from the PCEO, the Department/Branch/Office/Acting Heads/ OICs are required to submit the original copy/ies of the duly accomplished SALN **to the Office of the Deputy Ombudsman not later than 13 May 2022** the following:
- Second original copy of the duly accomplished SALN for the Ombudsman.
 - Secure from ESD the following:
 - (1) Transmittal Endorsement enumerating the names of all officials and employees who submitted and did not submit their SALNs and their corresponding positions

signed by the Head of Personnel/Administrative Division/Unit or HRMO (1 original copy).

(2) Certification from the Review and Compliance Committee (RCC) that SALNs have been reviewed to determine whether the SALNs were submitted on time, are complete, and are in proper form (1 original copy).

e. Duly received/acknowledged by the Office of the Deputy Ombudsman should be submitted to the ESD on or before **20 May 2022** the following:

- Transmittal Endorsement enumerating the names of all officials and employees who submitted and did not submit their SALNs and their corresponding positions signed by the Head of Personnel/Administrative Division/Unit or HRMO (1 original copy).
- Certification from the Review and Compliance Committee (RCC) that SALNs have been reviewed to determine whether the SALNs were submitted on time, are complete, and are in proper form (1 original copy)

f. The Third original copy of the duly accomplished SALN shall be returned to the filer at once.

6. Section 4 of CSC Memorandum Circular No. 3 s. 2013 states that:

“Section 4. 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 pursuant to the directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D)(8) of Rule X thereof, with the following penalties:

First Offense - Suspension of one (1) month and one (1) day to six (6) months

Second Offense - Dismissal from the service

“Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.”

7. For further inquiries or clarifications, please call local 6421 or 6351.

8. For strict compliance.

att: as stated