



FEB 06 2023

MEMORANDUM ORDER No. 005
Series of 2023

SUBJECT: Revised NAMRIA Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections

A. REFERENCES:

1. CSC MC No. 6, s. 2021, Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances;
2. NAMRIA Memorandum Order No. 002, Series of 2022 Re: Revised NAMRIA Review and Compliance Procedure on the Submission of SALN and Disclosure of Business Interests and Financial Conditions;
3. Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;
4. CSC MC, No. 03, s 2015, Amendment to CSC MC No.2, s. 2013 (Revised SALN Form);
5. CSC Resolution No. 1300455 dated 04 March 2013 re: Review and Compliance Committee for the Statements of Assets, Liabilities, and Net Worth (SALN);
6. CSC Resolution No. 1300174 dated 24 January 2013 re: Amendment to Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (CSC Resolution No. 060231 dated February 1, 2016);
7. CSC Resolution No. 1300174 Re: Amendment to CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form and;
8. RA 6713, Sec. 8

NAMRIA OFFICES:

Lawton Avenue, Fort Bonifacio, 1634 Taguig City, PH ☎(632) 8810-4831 to 41
421 Barraca St., San Nicolas, 1010 Manila, PH ☎(632) 8241-3494 to 98



INVESTORS IN PEOPLE™
We invest in people Silver

B. OBJECTIVE and DECLARATION OF POLICY

As a declared policy under the 1987 Philippine Constitution and as mandated under Republic Act No. 6713, public officials and employees are required, upon assumption of office and during such period as may the law require, to accomplish and submit declarations under oath their assets, liabilities, and net worth and financial and business interests, including those of their spouses and unmarried children below eighteen (18) years of age living in their households.

Being endowed with public interest, it is the duty of public servants to exhibit transparency and accountability at all times while in the government service. To this end, these NAMRIA Guidelines on the Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities, and Net Worth (SALN) are hereby promulgated.

C. COVERAGE

These Guidelines shall cover all Plantilla-Based Personnel, regardless of employment status, position, or designation.

D. GENERAL GUIDELINES

1. There shall be a **NAMRIA SALN Review and Compliance Committee**. The Committee shall review the SALNs by the officials and employees in terms of timely submission, completeness of the accomplished prescribed format, as well as to render opinion interpreting the provisions on the review and compliance procedures in the filing thereof.
2. The Committee shall be composed of the following:

Director, Support Services Branch	-	Chairperson
Chief, Administrative Division	-	Vice-Chairperson
Chief of Staff	-	Member
Chief, Policy and Planning Division	-	Member
HRMS Personnel	-	Secretariat

E. PROCEDURAL GUIDELINES

1. FILING AND SUBMISSION OF SALN

- 1.1 All Plantilla-Based Personnel shall file **under oath** their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource Management Section (HRMS), to wit: