



DEPARTMENT ORDER NO. 2021- 078

**REVIEW AND COMPLIANCE PROCEDURES ON THE FILING OF
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)
IN THE DEPARTMENT OF TOURISM (DOT)**

1.0 LEGAL BASES

The following issuances provide the bases for the internal guidelines of the DOT:

- **Section 17, Article XI, 1987 Constitution of the Republic of the Philippines** requiring every public officer and employee to accomplish and submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth, and financial and business interests;
- **Section 8, Statements and Diclosures under Republic Act No. 6713 (RA 6713)**, otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*, which provides that it is an obligation for officials and employees to accomplish and submit a declaration under oath, and the public has the right to know, their assets, liabilities, net worth and financial and business interest including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;
- **Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees** mandating the establishment of review and compliance procedures;
- **Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2006;**
- **CSC MC No. 2, s. 2013;**
- **CSC MC No. 3, s. 2013, as further amended by CSC MC No. 3, s. 2015;**
- **CSC Resolution No. 1300455 dated 4 March 2013** re: Guidelines in the Review and Compliance Procedure in the Filling Out and Submission of the SALN;
- **CSC Resolution No. 1500088 dated 23 January 2015** re: Amendments to the SALN and Guidelines on the Filling Out of the SALN Form;
- **Annual MCs issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems providing guidelines on the grant of Performance-Based Bonus**, pursuant to Executive Order No. 8 series of 2012 (EO 8 s.2012) and EO 621 s. 2016;

- **CSC MC No. 09, s. 2020** extending the filing and submission until June 30, 2020 of the Statement of Assets, Liabilities, Networth (SALN) as of 31 December 2019; and
- **CSC MC No. 13, s. 2020** adopting the Guidelines in the Filing and Submission for CY 2020 of SALN as of 31 December 2019 during the State of Public Health Emergency.
- **CSC Resolution No. 2100339 dated 12 April 2021 re:** Filing and Submission of the SALN During Exceptional Circumstances;

2.0 PURPOSE

This Order shall reconstitute the SALN Review and Compliance Committee, and shall prescribe the review and compliance procedures to be observed in the DOT to determine whether said statements have been submitted on time, are complete, and are in proper form.

3.0 COVERAGE

These guidelines shall apply to all officials and employees, holding career and non-career positions, in the DOT Central Office, Regional Offices, and Foreign Offices, **who shall file their SALNs during the following period:**

- (a) **within thirty (30) days after assumption of office;**
- (b) **on or before April 30, of every year thereafter; and**
- (c) **within thirty (30) days after separation from the service.**

4.0 DOT SALN REVIEW AND COMPLIANCE COMMITTEE

4.1 Composition

The DOT Review and Compliance Committee (RCC) shall be composed of the following:

Designation	Central Office and Foreign Offices	Regional Offices
Chairperson	Undersecretary for Administration and Finance	Regional Director
Vice-Chairperson	Director, Internal Audit Service	Division Chief
Member	Chief, Management Division	Supervising Tourism Operations Officer
	Chief, Policy Formulation and International Cooperation Division	
	Chief, Project and Investment Evaluation Division	

The Committee shall be assisted by the Human Resource Division (HRD), for the Central Office and its counterpart Administrative Officer in the Regional Offices, as Secretariat.

In the case of Regional Offices, the Regional Directors shall issue an Order designating the individuals for the Committee membership, in accordance Section 4.1 hereof.

4.2 Responsibilities

The **RCC** shall perform the following functions:

- a. The RCC shall issue a memo advisory not later than the 7th day of February of every year to set the deadline for the annual submission of SALN of all DOT officials and employees as of 31 December of the previous year, as well as other memoranda/advisories on the general guidelines and any other pertinent changes in CSC rules and regulations relative to the preparation and submission of SALN;
- b. Review the submitted SALN of DOT officials and employees and determine whether the same were properly accomplished or filled up in accordance with the prescribed form;
- c. Inform or direct the official or employee concerned, thru the Secretariat, to take the necessary corrective action, if the submitted SALN is not properly filed;
- d. Endorse the reviewed SALN to the designated Official administering the oath, as prescribed in the DOT Department Order No. 2020-022 (DO 2020-022) and in Section 7.1 hereof;
- e. Submit the report to the DOT Secretary, in accordance with Sections 8.2 and 8.4 hereof;
- f. Transmit original and/or electronic copies, as the case may be, of the SALN to the respective repository agencies in accordance with the following schedule :

Nature/Reason of SALN Filing	Deadline of Filing to Respective Repository Offices
New appointment/assumption to duty	Within than thirty (30) days from date of assumption
Transfer, Retirement, or Separation from Service	Within thirty (30) days from end of service in the DOT
Annual Filing	On or before June 30 of the following year

- g. Resolve issue/s pertaining to compliance with the submission and filing of SALN by DOT officials and employees;
- h. Recommend the procedure to be adopted by DOT in providing public access to the SALN filed by its officials and employees; and
- i. Perform such other functions as may be necessary to ensure compliance by DOT with all SALN-related concerns.

The **RCC Secretariat** shall provide assistance to the Committee, as follows:

- a. Prepare SALN advisories;
- b. Conduct initial review of the submitted SALNs and immediately return to the official or employee concerned if the same is incompletely filled-out;
- c. Schedule the RCC review of the submitted SALNs;

- d. Prepare and submit to the RCC the reports in accordance with Sections 8.2 and 8.4 hereof;
- e. Collate the reviewed SALNs, prepare and submit to RCC the required reports for submission to the respective repository agencies; and
- f. Perform such other functions as may be assigned by the RCC.

5.0 FILING OF SALN

- 5.1 The duly accomplished SALN, using the CSC-prescribed form¹ (Annex A) shall be submitted in three (3) copies to the HRD, all originally signed by the declarant and co-declarant, as applicable, at the earliest possible time, but in no case shall be beyond **30 April** of every year, using a blue ink in order to easily distinguish the original from photocopied forms;
- 5.2 The declarant shall submit a Certification (Annex B) in case of the inability of the spouse as co-declarant to affix his or her signature, in accordance with Section 8.1.3 hereof; and
- 5.3 The said deadline shall be imposed regardless of whether the declarant is on leave of absence (e.g. maternity, scholarship, sick, vacation, etc.) or is absent without leave (AWOL) during the compliance period.

6.0 ADMINISTRATION OF OATH

- 6.1 Pursuant to Section 5.12.1 of the DOT DO No. 2020-022, the following are designated officers to administer oath:

Declarant's Position	Administering Officer
Central Office	
Secretary and Chief of Staff	Any Notary Public
Undersecretary/Assistant Secretary/Head Executive Assistant	Chief-of-Staff
Director	Undersecretary Concerned
HRD Chief	Director, Administrative Service and Procurement Management
Division Chief and below	HRD Chief
Regional Offices	
Regional Director	Secretary
Division Chief and below	Regional Director
Foreign Offices	
Tourism Attaché	Undersecretary for Tourism Development
Administrative Officer	

- 6.2 The date of oath in the SALN Form shall be filled in by the administering officer.

¹ CSC-prescribed Form shall refer to the Revised SALN Form (Revised as of January 2015) together with the Additional Sheet Form (Revised as of January 2015), or such Form that may be later issued or prescribed by CSC

7.0 REVIEW PROCESS

- 7.1 Upon receipt of the accomplished SALN forms, the HRD or its counterpart in the Regional Office, shall evaluate the same within seven (7) days to determine compliance with the following:
 - 7.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable";
 - 7.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks;
 - 7.1.3 In case the signature of the spouse cannot be secured, a Certification should be attached to the accomplished SALN;
 - 7.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination (i.e., Page 1 of x number of pages);
 - 7.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarant and shall bear the declarant's initials; and
 - 7.1.6 Upon receipt and initial review, the HRD/Secretariat or its counterpart in the Regional Office shall schedule the RCC's evaluation of the submitted SALNs.
- 7.2 The Secretariat shall submit the following lists of personnel in alphabetical order, as of 30 April of every year to the RCC, not later than 7 May of every year:
 - a) Annex C - Those who filed their SALN with complete data;
 - b) Annex D - Those who filed their SALN but with incomplete data; and
 - c) Annex E - Those who did not file their SALN
- 7.3 The RCC shall review Annexes C, D, and E and issue within three (3) days from receipt, a Compliance Request Form (Annex F) to the concerned officials and employees, if and when necessary, to comply within three (3) days from the receipt of the Compliance Request Form.
- 7.4 Annexes C, D, and E shall be submitted to the DOT Secretary, copy furnished the CSC Field Office on or before **15 May** of every year. Only those who have satisfactorily complied with the memorandum issued by the RCC, within the prescribed period shall be included in the final list of those who have complied with the filing of SALN (Annex C);
- 7.5 Based on the recommendation of the RCC, the DOT Secretary, within five (5) days from receipt of Annexes D and E, shall issue Compliance Order, directing those who have not satisfactorily responded thereto to correct or supply the desired information and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order;

- 7.6 If there is a written request for clarification on the Compliance Order, the same shall be endorsed to RCC, through the Secretariat, within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the DOT Secretary. The request for clarification shall not toll the running of the thirty (30) days reglementary period for filing/issuance of the Compliance Order;
- 7.7 The RCC shall review the response/justification of the non-compliant official or employee concerned and make the proper recommendation to the Secretary and/or appropriate offices of the Department. The RCC shall then submit to the DOT Secretary the final and updated Annexes C, D, and E, reflecting any revision or adjustment, copy furnished the CSC.
- 7.8 The RCC shall recommend to the DOT Secretary the issuance of a Show Cause Order to the DOT officials and/or employees who have not complied with the Order or satisfactorily responded thereto. The RCC shall likewise evaluate the response or justification to the Show Cause Order and recommend to the DOT Secretary the filing of appropriate administrative charges, when warranted. Upon approval of said recommendation, the Secretary shall direct the matter to the DOT Investigation Committee (IC) for appropriate action.

8.0 TRANSMITTAL AND DISTRIBUTION

- 8.1 The HRD or its counterpart in the Regional Office, shall transmit all original copies of the SALN (1st copy), Certification (Annex G), and Summary List of Filers (Annex H) together with the CD of scanned copies of pertinent documents submitted, on or before 30 June of every year, to the concerned repository agencies as specified below:

Repository Agencies	Officials and Employees
Malacañang Records, Office of the President	Assistant Secretary level up to the Secretary
Civil Service Commission (Main Office)	Directors and employees in the Central Office as well as Foreign Offices' personnel
Deputy Ombudsman in the respective region in Luzon, Visayas, and Mindanao	Regional Office Director and employees

- 8.2 The HRD or its counterpart in the Regional Office, shall keep the 2nd original copy for HR or 201 File, while the 3rd original copy shall be the personal copy of the officials and employees, as reviewed by the RCC and as duly-signed by the administering officer;
- 8.3 The Regional Office's Administrative Officer shall furnish the HRD duplicate copies of the SALN and official transmittal with stamped "received" by the respective Deputy Ombudsman for HR or 201 file safekeeping.

9.0 FILING, SUBMISSION, REVIEW AND COMPLIANCE DURING THE STATE OF PUBLIC HEALTH EMERGENCY

Pursuant to CSC Resolution No. 2000603, dated 22 June 2020 and as adopted in CSC MC No. 13, s. 2020, the following guidelines shall be observed during the period of State of Public Health Emergency:

9.1 Online Oath Taking for the SALN

The online oath taking 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 maybe, via Communication Technology² (e.g. WebEx, Zoom or Skype);
- 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 Original³ 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;
- d. On the same day, the Declarant transmits a copy of the original to the Administering Officer via fax or 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 acknowledgement by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

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 or signing, the Administering Officer, transmits the SALN back to Declarant.

- f. The Declarant then sends or delivers the copy to the HRD or to its counterpart in the Regional Office to comprise the filing of SALN, subject to the guidelines on online filing or transmission in 9.2 thereof;
- g. The Administering Officer or the Decalarant 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 HRD or to its counterpart in the Regional Office, as the case may be, within five (5) days from the last day of filing of the SALN for recording purposes.

²Under CSC MC 13, s.2020, 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.

³ The Original SALN, pursuant to CSC MC 13, s.2020, shall refer to the electronic SALN, or physical SALN, as the case maybe;

9.2 Online Filing or Transmission of a Duly Executed SALN

The online filing or transmission of SALN shall be allowed, subject the following guidelines:

- 9.2.1 The DOT shall put in place the 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;
- 9.2.2 The Declarant, whether under alternative working arrangement or physically reporting for work, may submit through electronic means, a duly executed⁴ SALN to the HRD, either personally signed under oath before an administering officer or notary public, or that executed through online oath taking as recognized under Section 9.1 hereof; and
- 9.2.3 The Declarant, who files an electronic⁵ SALN, shall ensure that the SALN is in Portable Document Format (PDF).

9.3 Review and Compliance Procedure on the filing of the SALN

The RCC shall observe the following deadlines for the filing of SALNs by the DOT officials and employees and the submission of the SALN Forms to the repository agencies, in consonance with the provisions of Section 8 of RA 6713, unless a different deadline or an extension is granted by the CSC or authorized government agencies:

- April 30 of the given year – Deadline for filing of SALNs by DOT officials and employees; and
- June 30 of the given year – Deadline to comply with the submission of the SALNs to the appropriate repository agency.

The RCC shall ensure that the SALNs filed have been submitted on time are complete and are in proper form, in accordance with its review and compliance procedure.

9.4 Submission of SALNs to the Repository Agencies

The following guidelines shall be observed and complied with:

- 9.4.1 Upon collation of the SALNs, the DOT has the option to submit/transmit the collated SALNs with proper repository either physically or electronically. The DOT 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;

⁴ Pursuant to CSC MC 13, s. 2020, Duly executed SALN shall refer 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 9.1 hereof

⁵ Pursuant to CSC MC 13, s. 2020, an electronic SALN shall refer to a duly executed SALN filed by the Declarant via online transmission; for purposes of SALN compliance for the year 2020, shall be considered the original, and a printout thereof shall be considered a duplicate original.

9.4.2 In 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 submitted;

9.4.3 In case of electronic submission, the DOT is allowed to submit or transmit the electronic SALNs to the proper repository agency either with the use of USB flash drive or discs storage together with the required summary as provided under the rules. SALNs under this filing include SALNs electronically transmitted as recognized under 9.2 hereof, and scanned copies of physical SALNs filed;

9.4.4 In both instances, the DOT is required to submit a list of SALNs electronically filed and physically filed;

Note: 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. For the CSC, the submission of electronic SALNs maybe made by transmitting the USB flash drive or CD with the CSCFO or CSCRO having jurisdiction over them. The CSCFO or CSCRO will then transmit the same to the CSC CO.

9.4.5 Submission of electronic SALN shall be deemed substantial compliance during the affected period as declared by the appropriate government entities (i.e. state of public health emergency, etc.); and

9.4.6 The foregoing parameters shall be subject to changes in case of any futher issuances by the appropriate authorities, department and/or task force pertaining to the national state of public health emergency brought by the COVID-19.

10.0 SANCTIONS

10.1 Failure of an official and employee to correct/submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action;

10.2 The DOT Secretary or his or her authorized representative 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, proceeds with the conduct of administrative proceedings by the Investigation Committee, pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

The offense of failure to file SALN is punishable under Section 50 (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 service

10.3 Those who failed to submit the annual SALN as prescribed in the rules provided under CSC MC 3, s. 2015; or those who are responsible for the non-compliance the establishment and conduct of the review and compliance procedure of SALN shall not be entitled to the grant of Performance-Based Bonus (PBB), pursuant to

guidelines issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

11.0 ACCESS TO SALN RECORDS

The RCC shall formulate guidelines and procedures pertaining to access and/or handling requests for SALN records, in accordance with existing CSC and Data Privacy guidelines and regulations.

12.0 EFFECTIVITY

This Order takes effect immediately. All existing and/or previous issuances inconsistent herewith are deemed revoked or superseded.

27 August 2021


BERNADETTE ROMULO-PUYAT
Secretary



SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
 (Required by R.A. 6713)

Note: *Husband and wife who are both public officials and employees may file the required statements jointly or separately.*
 Joint Filing *Separate Filing* *Not Applicable*

DECLARANT: _____ (Family Name) (First Name) (M.I.) ADDRESS: _____ _____ _____ SPOUSE: _____ (Family Name) (First Name) (M.I.)	POSITION: _____ AGENCY/OFFICE: _____ OFFICE ADDRESS: _____ _____ _____ POSITION: _____ AGENCY/OFFICE: _____ OFFICE ADDRESS: _____ _____ _____
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UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant’s spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant’s Household)

I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)

(Signature of Co-Declarant/ Spouse)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

Government Issued ID: _____
ID No.: _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____day of _____, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)



CERTIFICATION

In accordance with Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, I hereby voluntarily depose and say that my spouse was not able to sign my Sworn Statement of Assets, Liabilities and Net Worth (SALN) due any of the following reasons:

He/She is out of the country.
Please provide details

He/She is not living in the same household.
Please provide details

We have separated in-fact.
Please provide details

Marriage is annulled/ We are Legally Separated.
Please provide details

Others.
Please provide details

I hereby declare under penalties of perjury that the foregoing is true and correct.

Date

(Declarant Signature over Printed Name)



**Department of Tourism
LIST OF OFFICIALS AND EMPLOYEES
WHO FILED THEIR SALNs For CY ___ ending 31 December
with Complete Data
as of 30 April ____**

I. ASSISTANT SECRETARY TO SECRETARY LEVEL

(In alphabetical Order)

	Last Name	First Name	Middle Name	Office

II. RANK AND FILE EMPLOYEES TO DIRECTOR LEVEL

(In alphabetical order)

	Last Name	First Name	Middle Name	Office
	Central Office and Foreign Offices			

	Last Name	First Name	Middle Name	Office
	Regional Offices			

Prepared by:

Secretariat

Certified Correct:

Chairperson
 Review and Compliance Committee (RCC)



Department of Tourism
LIST OF OFFICIALS AND EMPLOYEES
WHO FILED THEIR SALNs For CY ___ ending 31 December
with Incomplete Data
as of 30 April ____

I. ASSISTANT SECRETARY TO SECRETARY LEVEL

(In alphabetical Order)

	Last Name	First Name	Middle Name	Office

II. RANK AND FILE EMPLOYEES TO DIRECTOR LEVEL

(In alphabetical order)

	Last Name	First Name	Middle Name	Office
Central Office and Foreign Offices				

	Last Name	First Name	Middle Name	Office
Regional Offices				

Prepared by:

_____ **Secretariat**

Certified Correct:

_____ **Chairperson**
Review and Compliance Committee (RCC)



**Department of Tourism
LIST OF OFFICIALS AND EMPLOYEES
WHO DID NOT FILE THEIR SALNs For CY ___ ending 31 December
as of 30 April ____**

I. ASSISTANT SECRETARY TO SECRETARY LEVEL
(In alphabetical Order)

	Last Name	First Name	Middle Name	Office

II. RANK AND FILE EMPLOYEES TO DIRECTOR LEVEL
(In alphabetical order)

	Last Name	First Name	Middle Name	Office
Central Office and Foreign Offices				

	Last Name	First Name	Middle Name	Office
Regional Offices				

Prepared by:

 Secretariat

Certified Correct:

 Chairperson
Review and Compliance Committee (RCC)



ANNEX F

SALN COMPLIANCE REQUEST FORM

TO : (Name of Official/Employee)	Date Issued:
POSITION	
OFFICE/DIVISION:	
REASON :	
<input type="checkbox"/> For Submission/Filing of SALN	
<input type="checkbox"/> For Completion/Correction of Filed SALN	
Specify : _____	

DEADLINE FOR COMPLIANCE : Five (5) days from receipt of SALN Compliance Request Form	
Issued by:	Acknowledged by:
Chairperson, DOT SALN Review and Compliance Committee	Signature Over Printed Name of Official/Employee
	Date: _____



**Department of Tourism
Summary List of Filers
Statement of Assets, Liabilities and Network
Calendar Year _____**

CERTIFICATION

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 Statement of Assets, Liabilities, and Network (SALN) pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10 s.2006 (as amended by CSC Resolution No. 1300455 promulgated on 04 March 2013).

Issued on _____, _____.

Name and Signature
Chairperson

Name and Signature
Member

Name and Signature
Member

ANNEX H

DEPARTMENT OF TOURISM
Summary List of Filers
Statement of Assets, Liabilities and Network
Calendar Year _____

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Lastname	Firstname	Middlename			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total Number of Filers: _____

Total Number of Personnel Complement: _____

Prepared by:

Noted by:

<Name and Signature>

Person In-charge of SALN

<Name and Signature>

Head of Agency

Position: _____

Email Address: _____

Contact No.: _____

adfd

Position: _____

Mailing Address: _____

Contact No.: _____

Date : _____

Date : _____