

Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**

CERTIFICATION

This is to *Certify* that the **Review and Compliance Procedures Manual of SALN**, with the effectivity date of 01 August 2022, has not been revised and continues to remain in effect.

Signed this 06 September 2023, at Bicutan, Taguig City.

Atty. TRIXIE HAZEL C VELUZ

Chair, SALN Review and Compliance
Committee



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER

22 February 2023

Office Order No. 19
Series of 2023

Subject: **MIRDC Team Committees**

In view of some personnel movements, the following committees/teams are hereby reconstituted.

EXECUTIVE COMMITTEE

Chairperson: Robert O. Dizon
Members: Agustin M. Fudolig, Dr. Eng.
Jonathan Q. Puerto
Secretariat: OED Secretary

MANAGEMENT COMMITTEE

Chairperson: Robert O. Dizon
Vice Chairperson: Agustin M. Fudolig, Dr. Eng.
Jonathan Q. Puerto
Members: Rio S. Pagtalunan, Dr. Tech.
Fred P. Liza
Rodnel O. Tamayo
Aurea T. Motas
Rea C. Castro
Lina B. Afable
Atty. Trixie Hazel C. Veluz
Rommel N. Coroña
SALEM Representative: Osric Primo Bern A. Quibot / Gina A. Catalan
Secretariat: Sheena S. Bedis

**HUMAN RESOURCE MERIT PROMOTION PERSONNEL SELECTION BOARD
FIRST AND SECOND LEVEL (HRMPSB-FSL)¹**

Chairperson: Aurea T. Motas
Vice Chairperson: Jelly N. Ortiz, DPA
Members: Atty. Trixie Hazel C. Veluz
Ervie B. Erispe
Provisional Members: **Principal** **Alternate**
Rio S. Pagtalunan, Dr. Tech. Florante A. Catalan
Fred P. Liza Joey G. Pangilinan
Rodnel O. Tamayo Isidro D. Millo
Lina B. Afable Ma. Girlie M. Millo
Rea C. Castro Restituto Felipe R. Gabuya
Rommel N. Coroña Florentino J. Lafuente
Rank and File Representatives:
Level II: Osric Primo Bern A. Quibot / Joein L. Lucas
Level I: Alfred Z. Panganiban / Rommel G. Adame
Secretariat: Laila R. Porlucas

¹ MIRDC PM, POL-MIRDC-001, MIRDC Merit Selection Plan MIRDC OO No. 52, s. 2021 dated 25 August 2021 and relevant CSC rules and regulations on recruitment, selection, and placement.

COMMITTEE ON ANTI-RED TAPE (CART)⁶

Chairperson: Robert O. Dizon
Vice Chairperson: Jonathan Q. Puerto
Members: Restituto Felipe R. Gabuya
Linda G. Rivera
Eric B. Casila
Dolly Marie T. Borlado
Atty. Trixie Hazel C. Veluz
Johnny G. Quingco
Jelly N. Ortiz, DPA
Jo Marie Venus T. Agad
Secretariat: Sheena S. Bedis

REVIEW AND COMPLIANCE COMMITTEE (RA 6713-SALN)⁷

Chairperson: Atty. Trixie Hazel C. Veluz
Members: Aurea T. Motas
Jelly N. Ortiz, DPA
Secretariat: Dolly Marie T. Borlado

GAD FOCAL POINT SYSTEM (GFPS)⁸

Executive Committee

Chairperson: Robert O. Dizon
Members: Agustin M. Fudolig, Dr. Eng.
Jonathan Q. Puerto

Technical Working Group

Chairperson: Aurea T. Motas
Vice Chairperson: Jelly N. Ortiz, DPA
Members:
PMD Ma. Rodessa Grace A. Mercado
FAD Johnny G. Quingco
TDD Ma. Girlie M. Millo
ATD Gina A. Catalan
PD Ronie S. Alamon
MPRD Joey G. Pangilinan
TSSS Sharel Shyateza M. Abellar
Secretariat: Ervie B. Erispe

COMMITTEE ON DECORUM AND INVESTIGATION (CODI)⁹

	Principal	Alternate
Chairperson	Aurea T. Motas Atty. Trixie Hazel C. Veluz Gina A. Catalan Osric Primo Bern A. Quibot	Lina B. Afable Rommel N. Coroña Ma. Girlie M. Millo Isidro D. Millo
Rank and File Representative:		
Level II:	Zalda R. Gayahan / Maria Alicia B. Cabral	
Level I:	Rommel G. Adame / Lito I. Dimaculangan	
Secretariat:	Ervie B. Erispe	

⁶ MIRDC OO No. 02, s. 2023 dated 05 January 2023 and ARTA MC 2020-07, Guidelines on the Designation of an Anti-Red Tape Committee (CART)

⁷ MIRDC PM, Review and Compliance Procedures of SALN, dated October 1, 2018 and Rev. 1 dated 01 July 2020

⁸ PCW MC No. 2011-01, dated October 21, 2011, Guidelines for the Creation, Strengthening, and Institutionalization of the GAD Focal Point System

⁹ Section 4, b of the Republic Act 7877, Anti-Sexual Harassment Act of 1995 and Rule VIII the Code of Conduct and CODI of the IRR of RA 11313 Safe Spaces Act

SPORTS COMMITTEE

Chairperson: Reynaldo O. Bayot
Vice Chairperson: Rommel N. Coroña
Members: Lito I. Dimaculangan
Salvacion V. Ruiles
Rommel G. Adame
Alfredo Z. Panganiban

Rank and File Representative:

Level II: Osric Primo Bern Quibot / Ronie S. Alamon
Level I: Clarizel G. Lopez / Ely Delos Reyes
Secretariat: Deborah Jaynmerci D. Balota

FOOD COMMITTEE

Chairperson: Rodnel O. Tamayo
Vice Chairperson: Atty. Trixie Hazel C. Veluz
Members: Florale G. Gamo
Schatzly Kai B. Dolorfo
Rowena D. Mabanglo
Secretariat: OED Secretary

The representatives are expected to be guided by the rules and regulations set by each committee in the exercise of their functions. This supersedes Office Order No. 016, s. 2022 dated 16 February 2022.

This order shall take effect immediately.


ROBERT O. DIZON
Executive Director

Metals Industry Research and Development Center



10-23-0310-06

Received on: 10/03/23 2:01 pm by: 

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Subject : Review and Compliance Procedures of SALN		

1.0 Scope/Purpose

This Manual prescribes the procedures for the online oath-taking, online filing or transmission of a duly executed SALN, and review of Statements of Assets, Liabilities and Net worth (SALN) filed by the officials and employees of the Metals Industry Research and Development Center occupying plantilla positions whether permanent or temporary status.

This is in compliance with Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) and Rule VII of the Rules Implementing said Act.

2.0 Effectivity

This Procedures Manual shall be effective as of the date indicated above and will remain so until the CSC issues a new policy on the matter. In that event, this Manual shall be revised accordingly incorporating the new CSC policy.

3.0 Definition of Terms

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.

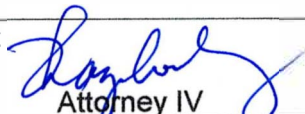
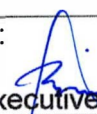
Duly Executed SALN refers to a SALN that is personally signed under oath before an administering officer or notary public, or that executed through online oath-taking as recognized under 8.0 hereunder.

Electronic SALN refers to a duly executed SALN filed by the Declarant via online transmission.

Original SALN shall refer to the electronic SALN or physical SALN, as the case may be.

4.0 Records

- Duly accomplished SALN
- Order of Compliance
- List of those who filed their SALNs with Complete Data
- List of those who filed their SALNs but with Incomplete Data List of those who did not file their SALNs
- Certification of Compliance
- Summary List of SALNs Electronically and Physically Filed

Prepared by:  Attorney IV	Approved by:  Executive Director
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5.0 References

Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) and its Implementing Rules

CSC MC No. 10, s 2006 dated April 17, 2006, and CSC Resolution No. 06-0231 dated February 1, 2006, both entitled "Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest"

CSC MC No. 2, s 2013 dated January 24, 2013, entitled Revised SALN Form (with Guidelines)

CSC MC No. 3, s 2013 dated January 24, 2013, and CSC Resolution No. 13-00174 dated January 24, 2013, both entitled "Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections"

CSC Resolution No. 13-00455 dated March 4, 2013, entitled "Review and Compliance Committee for the SALN"

CSC Resolution No. 1500088 dated January 23, 2015, entitled "Amendment to CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form"

MC No. 03, s. 2015 dated February 17, 2015, entitled "Amendment to CSC MC No. 2, s 2013 (Revised Statement of Assets and Liabilities and Net Worth [SALN] Form)"

CSC MC No. 09, s. 2020 dated April 3, 2020, entitled "Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020"

CSC MC No. 13, series of 2020 dated June 22, 2020 entitled "Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SAN) Form for the Year 2020".

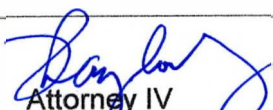

CSC MC No. 6, series of 2021 dated May 24, 2021, entitled "Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances"

6.0 Form

The MIRDC employees shall use the Civil Service Commission (CSC) prescribed SALN Form (Revised as of January 2015), together with the Additional Sheets Form (Revised as of January 2015), and the Guidelines in the Filing-out of the SALN Form.

7.0 When to File SALN

The SALN must be filed and submitted to the Head of the Administrative and General Services Section, Finance and Administrative Division (FAD-AGSS):

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- (a) Within thirty (30) days after assumption of Office, statements of which must be reckoned as of the employee's first day of service;
- (b) On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the previous year;
- (c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of the employee's last day of office
- (d) If the whole or part of the Philippines is placed under exceptional circumstances, all public officials and employees or those in the affected area/s are given an additional period of thirty (30) days within which to comply with the filing of the SALN.

8.0 Online Filing or Transmission of a Duly Executed SALN

The Declarant, whether under an alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN.

The Declarant, when filing the SALN through transmission, shall ensure that the SALN is in Portable Document Format (PDF).

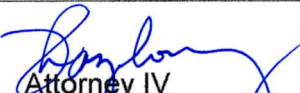

An electronic SALN, for purposes of SALN compliance for the year, shall be considered the original, and a printout thereof shall be considered a duplicate original.

Declarant's online filing or submission of his/her SALN in compliance with this Manual shall be considered as the Declarant's date of filing of his/her SALN with the Agency.

The submission of electronic SALNs is deemed substantial compliance for the year.

9.0 Steps on the Online Oath Taking of the SALN

- 1) The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via Communication Technology (e.g. WebEx, Zoom, or Skype).
- 2) The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
- 3) 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 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.
- 4) 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

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refers to its scanned copy.

The Administering Officer may use an electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment 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 acknowledgment by affixing his/her wet ink signature, and then scans the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- 5) The Declarant then sends/delivers the Copy to the Administrative and General Services Section (AGSS) to comprise filing of the SALN, subject to 8.0 hereof.
- 6) The Administering Officer or the Declarant may record the video communication at their 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 an electronic meeting. The list shall be submitted to the AGSS within five (5) days from the last day of filing the SALN for recording purposes.

10.0 Review Committee

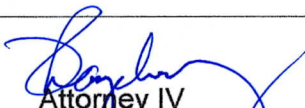
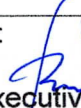
The Executive Director shall designate and authorize the Review and Compliance Committee to receive the SALN and to evaluate if the same has been submitted on time, complete, and in proper form.

The Committee shall have one Chairperson and two members. The Executive Director shall designate the Chairperson of the Committee.

11.0 Transmittal of SALN to CSC

The FAD-AGSS shall:

- 1) Collate the SALNs submitted;
- 2) Prepare the Certification of Compliance and Summary List of SALNs electronically filed and physically filed.
- 3) Submit/Transmit the collated SALNs to the proper repository agency either physically or electronically, and not a combination of both, on or before June 30 of every year.

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If the whole of the Philippines or the area where the Center is located is placed under exceptional circumstances, the Center has an additional period of thirty (30) days within which to comply with the submission of the SALN to the CSC.

If the submission is physical, all physical copies of the SALN filed and printed copies of the SALNs electronically transmitted shall be submitted.

If the submission is electronic, all electronically transmitted copies of the SALN and scanned copies of physical SALNs filed shall be submitted either with the use of a USB flash drive or disc storage with the CSCFO or CSCRO having jurisdiction with MIRDC. The CSCFO or CSCRO will then transmit the same to the CSC CO.

- 4) Transmit the Lists of Those Who Filed their SALNs with Complete Data, Those Who Filed their SALNs with Incomplete Data, and Those Who Did Not File Their SALNS to the Civil Service Commission.

12.0 Sanction for Failure to Comply/Issuance of a Show Cause Order

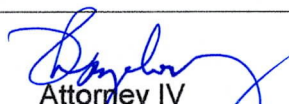

Failure to comply to correct or submit the SALN in accordance with the procedure and within the given period [30 days from receipt of order] pursuant to the directive in Section 3 of MC No. 3, s 2013 shall be a ground for disciplinary action. The Executive Director shall issue a show-cause order directing the official or employee concerned to submit their comment or counter-affidavit; and if so the evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), CSC Resolution No. 1701077 dated July 3, 2017. 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 the service

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 of MC No. 3, s 2013 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.

Heads of agencies/offices who fail to comply with the provisions of CSC Resolution 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by 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.

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13.0 Procedure:

Flow	Person Responsible	Details
<pre> graph TD Start([Start]) --> Submit[Submit SALN to AGSS] Submit --> Endorsed[Endorsed submitted SALN to Review Committee] Endorsed --> Decision{SALN in proper form? accurate? complete?} Decision -- Yes --> Return[Return to AGSS for consolidation] Return --> A((A)) Decision -- No --> Prepare[Prepare list addressed to ED cc CSC] Prepare --> Issue[Immediately issue Order of Compliance to Filer w/in 5 days from receipt of the list] Issue --> B((B)) </pre>	<p>Employees/ AGSS Personnel</p>	<p>FAD-AGSS shall consolidate all submitted SALN for review by the Review Committee</p>
	<p>AGSS Personnel/ Review Committee</p>	
	<p>Review Committee</p>	<p>A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).</p>
	<p>AGSS Personnel/ Review Committee</p>	<p>The list shall contain the names of those who filed the SALN with complete data, those who filed with incomplete data, and those who did not file their SALN, submit it to ED or on before May 15 of every year</p>
	<p>ED</p>	<p>The Order shall require those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNS to comply, with a non-extendible period of 30 days from receipt of said Order.</p>

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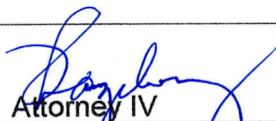

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Flow	Person Responsible	Details
<pre> graph TD A((A)) --> B[Prepare Certification of Compliance and Summary List of SALNs Electronically and Physically Filed] B --> C[Transmit to CSC] C --> D([End]) </pre>	<p>AGSS Personnel/ Review Committee</p> <hr/> <p>AGSS Personnel</p>	<p>Refer to 11.0 Transmittal to CSC</p>

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Flow	Person Responsible	Details
<pre> graph TD B((B)) --> D{Filer complied?} D -- No --> A[Issue Show Cause Order] A --> C[Commence administrative proceedings] D -- Yes --> E([End]) </pre>	Filer	
	ED/Filer	The Executive Director shall issue a show-cause order directing the official/employee concerned to submit their comment or counter-affidavit; if so the evidence warrants, proceed with the conduct of the administrative proceedings.

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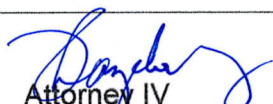
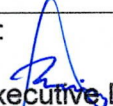
13.0 Online Oath taking Procedure:

Flow	Person Responsible	Details
<pre> graph TD Start([Start]) --> Initiate[Initiate electronic meeting] Initiate --> Decision{Is Declarant known to Administering Officer?} Decision -- Yes --> Execute[Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct.] Decision -- No --> Review[Review Declarant's Evidence of Identity via video] Review --> Execute Execute --> End((A)) </pre>	<p>Administering Officer/Declarant</p>	<p>Either of the parties may initiate the electronic meeting via Communication Technology. Video communication may be recorded by either of the parties.</p>
	Administering Officer	
	Administering Officer	Declarant will present his company-issued ID
	Declarant	The declarant shall execute the 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 the sight of the Administering Officer.

Prepared by:	Approved by:
Attorney IV	Executive Director

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Flow	Person Responsible	Details
<pre> graph TD A((A)) --> B[Transmit a copy of the Original to the Administering Officer] B --> C[Acknowledge the SALN by affixing signature and transmit SALN back to the Declarant] C --> D[Deliver/Send a copy to the AGSS] D --> E([End]) </pre>	Declarant	Transmission shall be on the same day via fax or electronic means
	Administering Officer	Administering Officer may use an electronic signature or wet ink signature in acknowledging the SALN
		In case of electronic signature, affix electronic/digital signature in the copy of the Original sent by Declarant.
	Declarant	Administering Officer shall 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 AGSS within five (5) days from the last day of filing the SALN.

Prepared by:  Attorney IV	Approved by:  Executive Director
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