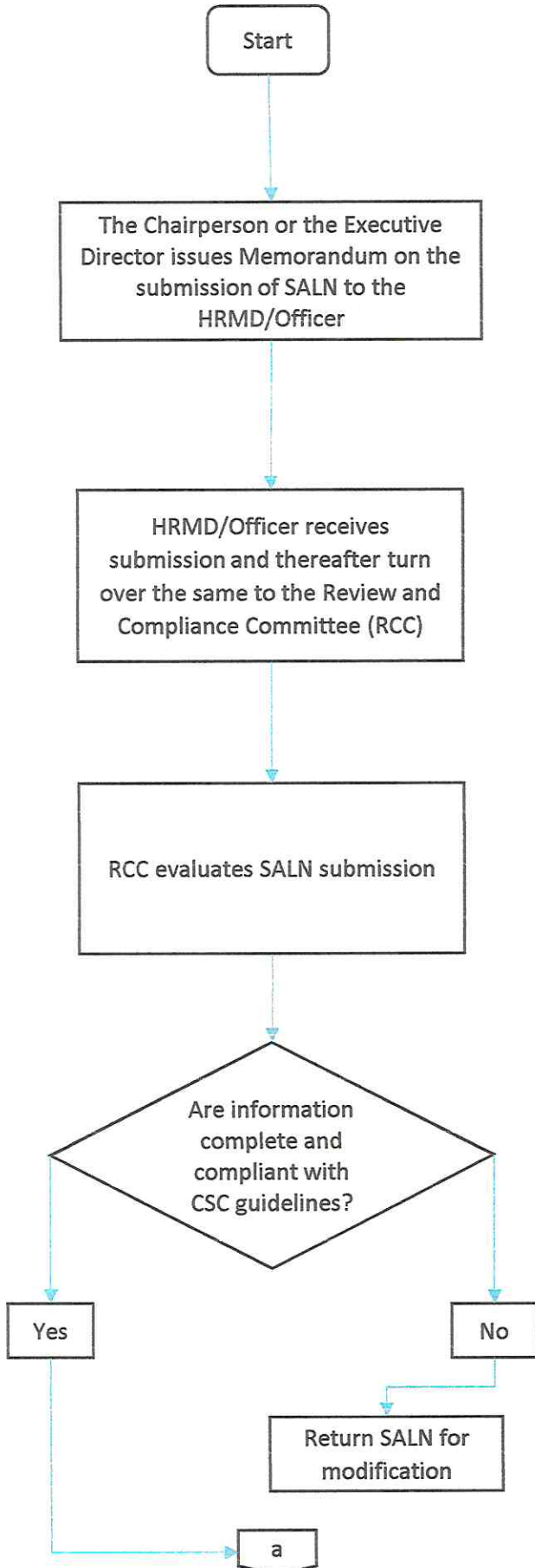




Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Network (SALN) and Disclosure of Business Interest and Financial Connections

NATIONAL COMMISSION ON INDIGENOUS PEOPLES
RELEASED
MAR/23 2021
GSD-RECORDS SECTION



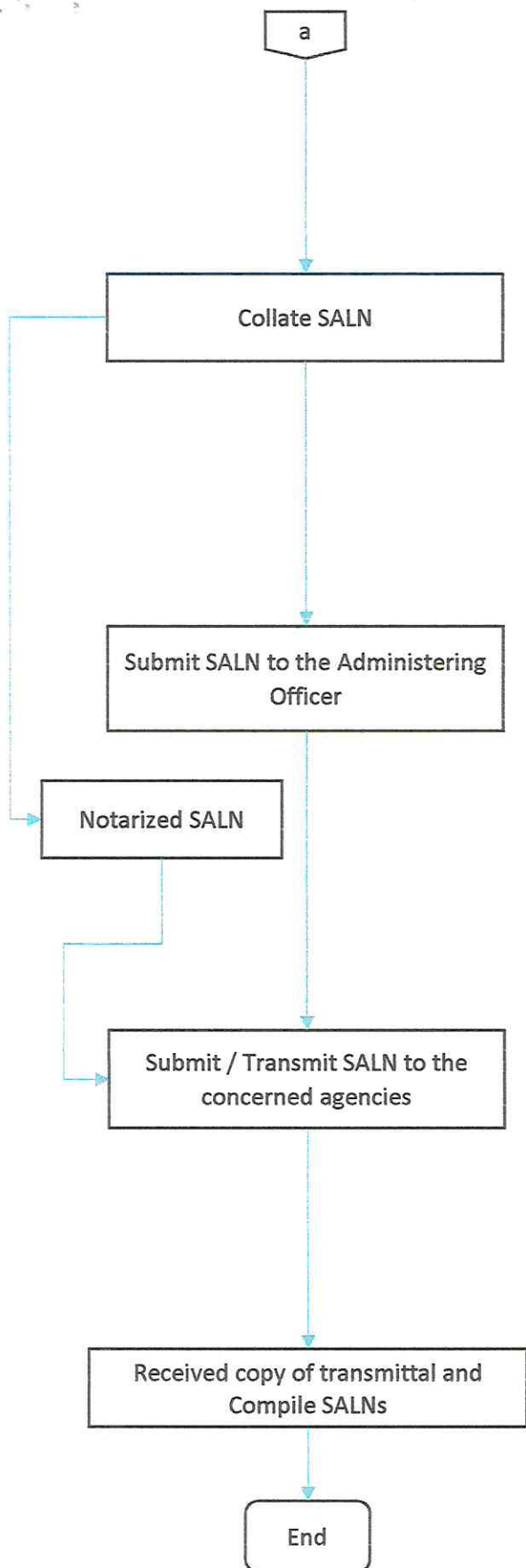
All NCIP Personnel (Presidential Appointee, Permanent, Temporary, Coterminous shall file under oath their SALN in three (3) copies as of December 31 of the preceding year and submit on or before April 30 of every year thereafter, to the Human Resource Management Division/Officer.

Personnel are strictly required to fill-in all the applicable information and to make a true and detailed statement of their SALN.

The Human Resource Management Division/Officer shall turn over these SALN to the Review and Compliance Committee for evaluation and ensure that the forms have been properly accomplished with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Business Interests and Financial Connections
- f. Relatives in the Government
- g. Signature (Declarant and Spouse – if applicable)
- h. Certifications (if applicable)
- i. Items that are not applicable mark with “N/A”
- j. Duly subscribe and sworn

Informs and directs employee to take the necessary corrective and resubmit the same.



Collate SALN and check if all personnel have filed their SALN with the Human Resource Management/Administrative and Finance Division.

Failure to submit the SALN or to disclose/declare any Asset, Liability, Business Interest, Financial Connection and Relative in the Government in the SALN shall be punishable by:

1st offense - Suspension for one (1) month and one (1) day to six (6) months.

2nd offense - Dismissal from the service which, when warranted, may also lead to forfeiture of ill-gotten or unexplained wealth.

The head of agency has the authority to administer oath. However, the head of agency is allowed to delegate such authority provided the delegation of authority is put into writing.

The declarant can also take his/her oath before a notary public.

Shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:

Officers and Employees	Repository Agency
Chairperson	Office of the President
All other officials and employees in the central office	Civil Service Commission
Regional officials and employees	Deputy Ombudsman in their respective region (Luzon, Visayas or Mindanao)

Prepared by:

R. Lingating
ROSANNA L. LINGATING
 Officer-In-Charge
 Human Resource Management Division

Certified Correct:

H. Lucas
HAZEL MARJORIE H. LUCAS
 Director IV, FAO
 Chairman, Review and Compliance Committee-CO

Noted:

A. Capuyan
ALLEN A CAPUYAN
 Chairperson