



DEPARTMENT OF FOREIGN AFFAIRS  
**FOREIGN SERVICE INSTITUTE**

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**FOREIGN SERVICE INSTITUTE'S REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

The Foreign Service Institute adopts the following guidelines in the Review and Compliance Procedure in the Filing and Submission of the Assets, Liabilities, and Net Worth (SALN) Resolution No. 060231 dated February 1, 2006, Memorandum Circular No. 10, s.2006 dated April 17, 2006 and Resolution No. 1300455 promulgated March 4, 2013. In addition, Memorandum Circular No. 6 series of 2021 dated 24 May 2021 is hereby adopted to cover the processes for "Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances."

### **Coverage**

This Guidelines covers all employees of the Foreign Service Institute regardless of employment status.

### **Guidelines**

#### **1. Filing and submission on Time and to Proper Official**

Employees of the Institute shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Human Resource Management Section (HRMS), Administrative and Financial Services Division (AFSD), on time, to wit:

- (a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her 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 preceding year; and
- (c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

Employees of the Institute are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs, whether through physical SALN or electronic SALN, as the case may be.

At any time that the whole or part of the Philippines is placed under exceptional circumstances as defined under MC No. 6, s.2021, all public officials and employees or those in affected area/s are given additional period of thirty (30) days from April 30 of such year within which to comply with the filing of the SALNs.

#### **2. Duties of the Heads of AFSD and HRMS**

Upon receiving the SALN Forms, the Head of AFSD shall evaluate the same to determine whether said statements have been properly accomplished. 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.)

The Head of HRMS shall submit a list of employees in alphabetical order, who: a) filed their SALNs with complete data; b) filed their SALNs but with incomplete data; and c) did not file their SALNs to the head of the Institute, copy furnished the CSC, on or before May 15 of every year.

#### **3. Ministerial Duty of the Director-General to Issue Compliance Order**

Immediately upon the receipt of the abovementioned list and recommendation, it shall be the ministerial duty of the Director-General to issue an order requiring those who have incomplete data in their SALNs to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated, or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

#### 4. Sanctions for Failure to Comply/Issuance of a Show-Cause Order

Failure of the employee of the Institute to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 of this guidelines shall be a ground for disciplinary action.

The Director-General shall issue a show-cause order directing the employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the Uniform Rules on Administrative Cases in the Civil Service, with the corresponding penalties, as follows:

First offense – Suspension for one (1) month and one (1) day to six (6) months  
Second offense – Dismissal from the service

#### 5. Transmittal of All Submitted SALNs to the Civil Service Commission

The Head of AFSD shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the Civil Service Commission.

An additional period of thirty (30) days from June 30 of such year within which to comply with the submission of the SALN is given to agencies and offices or those in affected areas at any time that the whole or part of the Philippines is placed under exceptional circumstances.

#### 6. Penalty

The Director-General and/or the Head of AFSD who failed to perform their duties may be held liable for neglect of duty under Sec. 46, Chapter 7, Subtitle A, Title I, Book V of the Administrative Code of 1987 (Executive Order. 292).

#### 7. Authority to Establish Compliance Procedure

The Director-General shall have the authority to establish compliance procedures for the review of statements to determine whether said statements have been properly accomplished, and render any opinion interpreting the provisions on the review and compliance procedures in the filing of SALNs and disclosure of information.


#### 8. The Review and Compliance Committee

The Institute's Review and Compliance Committee, composed of one (1) Chairperson and two (2) members, designated and authorized by the Director-General, shall receive the SALNs and evaluate if the same have been submitted in time, complete, and in proper form.

The Committee shall issue a Certification certifying that the SALNs submitted under the Summary List of Filers were reviewed and found compliant in accordance with the review and compliance procedure in the filing and submission of SALNs of the Institute.

#### **Effectivity**

These guidelines shall remain in effect and in force, unless revoked, cancelled, or suspended by a subsequent issuance.

  
**JOSE MARIA A. CARIÑO**  
Director-General

5 July 2021