



01 October 2021

**STII Office Order No.** 21-014  
 Series of 2020

**SUBJECT : DEPARTMENT OF SCIENCE AND TECHNOLOGY- SCIENCE TECHNOLOGY INFORMATION INSTITUTE (DOST-STII) REVIEW AND COMPLIANCE PROCEDURE FOR STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN)**

**I. RATIONALE**

The DOST-Science and Technology Information Institute (DOST-STII) created its Review and Compliance Committee for Statement of Assets, Liabilities, and Network (SALN) in compliance to Republic Act 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and Civil Service Commission Resolution 1300173 dated 14 January 2013. Its primarily function is to ensure implementation of the above policies and adherence of all government employees to the submission of SALN forms.

For FY 2020, the STII crafted the Review and Compliance Procedure for Statement of Assets, Liabilities, and Network (SALN) in conformity with Memorandum Circular No. 2020-1 or the Guidelines on the Grant of the Performance Based Bonus (PBB), which prescribes the criteria and conditions on the grant of PBB.

This procedure shall serve as the agency's guide on SALN review and compliance matters.

**II. PROCEDURE**

Flow	Responsible Person	Details
Disseminate office memorandum on the submission of accomplished SALN form	Human Resource (HR) Officer	SALN forms shall reflect the information for the previous year



ISO 9001:2015  
 Certificate No. 50500772-DM15

Flow	Responsible Person	Details
Submit accomplished SALN from to HR Section	Employee	<ul style="list-style-type: none"> <li>SALN forms must be properly accomplished, with no blank items.</li> <li>If not applicable, put either "not applicable", N/A, or "none"</li> <li>Ensure all SALN forms are signed by the concerned employee and his/her spouse, if applicable.</li> </ul>
Consolidate and endorse SALN forms the Review and Compliance Committee for SALN	Human Resource (HR) Officer	<ul style="list-style-type: none"> <li>Record the names with submitted SALN forms</li> <li>Arranged SALN forms per division</li> <li>Gather and endorse the SALN forms to the Review and Compliance Committee for SALN</li> </ul>
Evaluate the SALN forms	Review and Compliance Committee for SALN	Committee to review if the forms have been submitted on time and if all fields are filled out with correct information
Prepare compliance order and show-cause order if so required	Review and Compliance Committee for SALN	<ul style="list-style-type: none"> <li>Prepare compliance order to all employees who did not submit their sworn SALN and to those who submitted their sworn SALN but with incomplete data</li> <li>Monitor compliance per set deadline</li> <li>Present show-cause order to those who will fail to submit their sworn SALN within the three (3) days non-extendable period upon receipt of the compliance order.</li> </ul>

*Handwritten signature/initials*



Facilitate oath-taking of employees	Review and Compliance Committee for SALN	<ul style="list-style-type: none"> <li>Organize the oath-taking to be administered by the Director.</li> <li>Record attendance of employees.</li> </ul>
Prepare the list of employees-filters in alphabetical order and committee certification	Review and Compliance Committee for SALN	<ul style="list-style-type: none"> <li>All committee members shall affix their signature in the certification</li> <li>List of filters for clearance of the STII Director</li> </ul>
Submit the SALN documentary requirements to Civil Service Commission	Human Resource (HR) Officer	<ul style="list-style-type: none"> <li>Ensure receipt of documents by authorized officer/staff by CSC</li> </ul>

**III. COMMITTEE COMPOSITION**

- Chairperson: Division Chief  
 Members: One (1) representative from each division:  
 1. Communication Resources and Production Division  
 2. Information Resources and Analysis Division.  
 3. Finance and Administrative Division.  
 Secretariat: Human Resource Officer

This order shall take effect immediately.

**RICHARD P. BURGOS**  
 Director