



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

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MEMORANDUM

Ref. No. M18-08-379

TO : ALL ATI OFFICIALS AND EMPLOYEES
Agricultural Training Institute

FROM : *Muz H*
LUZ A. TAPOSOK, Ph.D
Officer in charge, Director

DATE : August 16, 2018

SUBJECT: **ATI GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

I. BACKGROUND

The Constitution of the Republic of the Philippines requires public officers and employees to 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 (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, net worth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households. As it is endowed with public interest, there is need to establish a review and compliance procedure in the filing and submission thereof thus this Memorandum Circular.

II. OBJECTIVES

To enjoin all ATI officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service.

III. SCOPE

This guidelines shall cover All Plantilla-Based Personnel of Agricultural Training Institute regardless of employment status.

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IV. GUIDELINES

1. Filing and Submission of SALN

- a. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office (HRMO), to wit:
 - i. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
 - ii. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including a disclosure of business interests and financial connections of the declarant, his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.
 - iii. Filling up of the form may be handwritten, computerized or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he chose to fill up the form by handwriting.

2. Persons authorized to review and evaluate the submitted SALN

- a. The Human Resource Management Office (HRMO) at the Central Office and the Administrative Officer IV (AO IV) at Regional Training Center and ITCPH shall be responsible to evaluate and review the submitted SALN. The HRMO and the AO IV shall review if SALN was submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.
- b. HRMO shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:
 - i. Those who filed their SALNs with complete data;
 - ii. Those who filed their SALNs but with incomplete data, and
 - iii. Those who did not file their SALNs.
- c. AO IV at RTC and ITCPH are required to submit the same list mentioned above to HRMO together with the copy employees SALN to be included on their individual file (201 file).



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3. Sanction

Failure of an official or employee to submit his/her SALN; and Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN shall be ground for disciplinary action pursuant to 2017 Revised Rules of Administrative Cases in the Civil Service.

The offense for failure to file SALN shall be:

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

2nd Offense -- Dismissal from the service

For strict compliance.

