

MEMORANDUM ORDER NO. _____
Series of 2022

SUBJECT: Submission of Sworn Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections and Identification of Relatives in the Government Service (SALN) as of 31 December 2021

Pursuant to the provisions of R.A. 6713, otherwise known as "The Code of Conduct and Ethical Standards for Public Officials and Employees" and in compliance with CSC MC No. 2, Series of 2013 which announced the use of Revised SALN, all DTI Officials and Employees are hereby directed to accomplish the SALN form as of 31 December 2021 in **three (3) copies**, bearing the **wet signature/s of the declarant/s**.

In line with this, the **Review and Compliance Committee (RCC)** that shall evaluate the submitted SALNs to determine whether the same were submitted on time, accomplished completely and in proper form, shall be composed of the following Human Resource Management Division (HRMD) Staff:

Chairperson:

- Amor Elianina M. Obispo
- Officer-in-Charge, Supervising Administrative Officer

Members:

- Debra Maria Helena T. Guzman
- Rhapsody DP. Berbon
- Rosemarie DC. Umbaña
- Ronalyn P. Nicolas
- Rijane P. Degollacion
- Administrative Officer V
- Administrative Officer V
- Administrative Officer IV
- Administrative Officer IV
- Administrative Officer IV

All Officials and Employees are reminded that under Section 46 (D) (8), Rule 10 of the Revised Rules on Administrative Cases in the Civil Service, failure to submit SALNs is punishable with the following penalties:

- 1st Offense - Suspension for (1) month and one (1) day up to six (6) months
- 2nd Offense - Dismissal from the service

To provide ample time for the Review and Compliance Committee to examine the SALN Forms, DTI Head Office HR Partners shall collect and forward the accomplished forms to HRAS no later than **15 March 2022**.

This Order shall take effect immediately, repealing or amending provisions of existing orders and such other issuances inconsistent herewith.

For information, guidance and strict compliance.

Issued on the 7th of February 2022, Makati City.

IRENEO V. VIZMONTE
Undersecretary, MSG



OFFICE OF THE UNDERSECRETARY FOR MANAGEMENT SERVICES GROUP