



MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL
P. Monroe St., Poblacion, Mariveles, Bataan
REVIEW AND COMPLIANCE PROCEDURE FOR
THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)



Document No.: MMH-SAL-02-01-00 Effectivity Date : 31-JAN-2023 Page No. : Page 1 of 14

REVISION HISTORY

DCN	REVISION DATE	REVISION NUMBER	PAGE AFFECTED	REASON FOR REVISION	PREPARED BY	REVIEWED BY	APPROVED BY
2023-H-191	N/A	00	ALL	ORIGINATION	 LEA-JEAN M. FAYONG Supervising Administrative Officer, HRMU R.M. LOZADA	 Atty. MARK LAWRENCE V. BANZON Chairperson, SALN-RCC N.A. ISIP	 MARIA LOURDES L. EVANGELISTA MD, FPPA Medical Center Chief II

MMH-DCC-04-06-02

Mariveles Mental Hospital
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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 2 of 14
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1.0 OBJECTIVE

- 1.1 To direct all Mariveles Mental Wellness and General Hospital (MMWGH) officials and employees to declare and submit an annual 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 in the government service; and
- 1.2 To ensure the review of the SALNs in order to determine and evaluate which of them have been submitted on time, accomplished completely, and in proper form.

2.0 SCOPE

- 1.3 This covers all MMWGH officials and employees holding career positions, including those under permanent status, new appointees and those separating from the service as required by law.

3.0 DEFINITION

- 3.1 **Statement of Assets Liabilities and Networth (SALN)** –It is the statement of assets, liabilities and net worth, and the disclosure of financial connections or business interests and identification of relatives within the fourth degree of consanguinity or affinity.
- 3.2 **Acquisition Cost** is the amount of money paid to acquire or own something. This shall also refer to the amount of expenses incurred for improvements introduced on a real property.
- 3.3 **Affinity** refers to the relationship of a person to the blood relatives of his or her spouse.
- 3.4 **Agricultural Land** is land devoted principally to the planting of trees, raising of crops, livestock and poultry, dairying, salt making, inland fishing, and similar aquacultural activities, and other agricultural activities. It does not include those classified as mineral, timber, residential, commercial or industrial land.
- 3.5 **Assessed Value** refers to the amount indicated in the tax declaration of the real property involved.
- 3.6 **Assets** refer to the declarant's real and personal properties, including those of the spouse and unmarried children below 18 years of age living in the household. Assets also include those within or outside of the Philippines, whether or not used in trade or business.

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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 3 of 14
---------------	------------------	--------------------	-------------	------------	--------------

- 3.7 **“Balae”** refers to a parent of the declarant’s son-in-law or daughter-in-law.
- 3.8 **“Bilas”** refers to a declarant’s sibling-in-law’s spouse.
- 3.9 **Business Interests** refer to declarant’s existing interest in any business enterprise or entity, aside from income from government, and shall also include those of the spouse and unmarried children below 18 years of age living in the household.
- 3.10 **Capital Property** refers to the properties owned exclusively by the husband.
- 3.11 **Commercial Land** is land devoted principally for the object of profit, and is not classified as mineral, timber, residential, agricultural, or industrial land.
- 3.12 **Community Property** refers to all the properties owned by the spouses at the time of the celebration of the marriage or acquired thereafter, subject to the exceptions provided for by law. In the absence of any marriage settlement, the property relations of the spouses shall be governed by the rules on absolute community of property under the Family Code of the Philippines. The following are excluded from the community property:
- Property acquired during the marriage by gratuitous title by either spouse, and the fruits as well as the income thereof, if any, unless it is expressly provided by the donor, testator or grantor that they shall form part of the community property;
 - Property for personal and exclusive use of either spouse. However, jewelry shall form part of the community property; and
 - Property acquired before the marriage by either spouse who has legitimate descendants by a former marriage, and the fruits as well as the income, if any, of such property.
- 3.13. **Conjugal Property** refers to all properties acquired during the marriage, whether the acquisition appears to have been made, contracted, or registered in the name of one or both spouses, unless proved to be excluded. This applies when the spouses agreed to be governed by the rules on the conjugal partnership of gains under the Family Code of the Philippines. Before the Family Code of the Philippines took effect in 3 August 1988, where there is no marriage settlement between the spouses, their property relations are covered by the rules on conjugal partnership of gains. The following are conjugal partnership properties:
- Those acquired by onerous title during the marriage at the expense of the common fund, whether the acquisition be for the partnership or for only one of the spouses;

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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 4 of 14
---------------	------------------	--------------------	-------------	------------	--------------

- Those obtained from the labor, industry, work, or profession of either or both spouses;
 - The fruits – natural, industrial, or civil – due or received during the marriage from the common property, as well as the net fruits from the exclusive property of each spouse;
 - The share of either spouse in the hidden treasure which the law awards to the finder or owner of the property where the treasure is found;
 - Those acquired through occupation, such as fishing or hunting;
 - Livestock existing upon the dissolution of the partnership in excess of the number of each kind brought to the marriage by either spouse; and
 - Those which are acquired by chance, such as winnings from gambling or betting. However, losses therefrom shall be borne exclusively by the loser-spouse.
- 3.14. **Consanguinity** refers to the relationship by blood from the same stock or common ancestor.
- 3.15. **Fair Market Value** refers to the amount indicated as market value in the tax declaration of the real property involved.
- 3.16. **Financial Connections** refer to the declarant’s existing connections with any business enterprise or entity, whether as consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of the spouse and unmarried children below 18 years of age living in the household.
- 3.17. **Improvements** refer to all works that are constructed or introduced to the land, or repairs or improvements made to the land or building after its initial acquisition.
- 3.18. **Industrial Land** is land devoted principally to industrial activity as capital investment, and is not classified as mineral, timber, residential, agricultural, or commercial land.
- 3.19. **Inso** refers to the appellation for the wife of an elder brother or male cousin.
- 3.20. **Liability** refers to financial liability or anything that can result to a transfer or disposal of an asset. It includes not only those incurred by the declarant but also those of the spouse and unmarried children below 18 years of age living in the household.

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THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)



Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 5 of 14
---------------	------------------	--------------------	-------------	------------	--------------

- 3.21. **Living in the Household** refers to actual presence in the residence of the declarant. It includes dependent children who are temporarily staying apart from the declarant's household due to studies.
- 3.22. **Nature of Business Interest and/or Financial Connection** refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, legal consultant or adviser, financial or business consultant, and the like.
- 3.23. **Nature of Liability** refers to the type of loan obtained from banks, financial institutions, GSIS, PAG-IBIG, and others such as personal, multi-purpose, salary, calamity loan, and the like.
- 3.24. **Net Worth** is the sum of all assets (real and personal) less total liabilities.
- 3.25. **Outstanding Balance** refers to the amount of money that the declarant still owes on the loan or is still due as of December 31 of the preceding calendar year.
- 3.26. **Paraphernal Property** refers to the properties owned exclusively by the wife.
- 3.27. **Personal Property** refers to jewelry, appliances, furniture, motor vehicles, and other tangible and movable properties. This shall also include investments or other assets, such as cash on hand or in bank, negotiable instruments, securities, stocks, bonds, and the like.
- 3.28. **Real Property** refers to properties which are immovable by nature. For purposes of the SALN, real properties are classified according to their use; that is residential, agricultural, commercial, industrial, or mixed use and the like.
- 3.29. **Relatives in the Government** refer to the declarant's relatives up to the fourth civil degree of relationship, either by consanguinity or affinity, including bilas, inso, and balae.
- Relatives in the first degree of consanguinity include the declarant's parent and child. Relatives in the first degree of affinity include the declarant's parent-in-law and child-in-law.
 - Relatives in the second degree of consanguinity include the declarant's grandparent and grandchild. Relatives in the second degree of affinity include the declarant's grandparent-in-law and grandchild-in-law.

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THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)



Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 6 of 14
---------------	------------------	--------------------	-------------	------------	--------------

- Relatives in the third degree of consanguinity include the declarant's nephew, niece, uncle, and aunt. Relatives in the third degree of affinity include the declarant's nephew-in-law, niece-in-law, uncle-in-law, and aunt-in-law.
- Relatives in the fourth degree of consanguinity include the declarant's first cousins. Relatives in the fourth degree of affinity include the spouses of the first cousins of the declarant, if any.

3.30. **Residential Land** is land principally devoted to habitation.

4.0 RESPONSIBILITY

- 4.1 MMWGH Employees- shall be responsible for the accomplishment and submission of their respective SALNs as required by law.
- 4.2 HRMU Staff – shall be responsible in receiving the SALNs submitted by MMWGH Employees, and shall assume full responsibility for keeping and maintaining a copy of each SALN received until its authorized retention period.
- 4.3 SALN Committee Members- shall be responsible for the initial review and checking of the SALNs. They shall also be responsible for making an alphabetical list, as well as the memorandum/certification, of employees who filed their SALNs with complete data; with incomplete data; and those who did not file their SALNs. They shall also submit the properly accomplished SALNs and attached report to respective Office of the Ombudsman and Civil Service Commission.
- 4.4 Agency-Authorized Administering Officer - shall be responsible in administering the oath of employees with respect to their SALNs.
- 4.5 Head of Agency – shall be responsible for administering oath for the SALNs submitted within the agency or designate an authorized administering officer; and to issue an order requiring those who have incomplete data in their SALN forms to correct/ supply the desired information and those who did not file/ submit to comply.

5.0 REFERENCE DOCUMENTS

- 5.1. 1987 Constitution
- 5.2. Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 7 of 14
---------------	------------------	--------------------	-------------	------------	--------------

- 5.3. CSC Resolution No. 1701077 (2017 Rules on Administrative Cases in the Civil Service [2017 RACCS]) dated 3 July 2017
- 5.4. CSC Resolution No. 1500088 (Amendment to the CSC Resolution No. 1300173 [January 24, 2013]; Revised SALN Form) dated 23 January 2015
- 5.5. CSC Resolution No. 1300173 (Use of the Statement of Assets, Liabilities and Net Worth [SALN] Form [For the Year 2012 and Onwards]) dated 24 January 2013
- 5.6. CSC Resolution No. 1300455 (Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth [SALN]) dated 4 March 2013
- 5.7. CSC Memorandum Circular No. 3, s. 2013 (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections [CSC Memorandum Circular No. 10 dated 17 April 2006]) dated 24 January 2013
- 5.8. CSC Memorandum Circular No. 10, s. 2006 (Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections) dated 17 April 2006
- 5.9. CSC Resolution No. 06-0231 (Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections) dated 1 February 2006
- 5.10. Republic Act No. 10173 (Data Privacy Act)

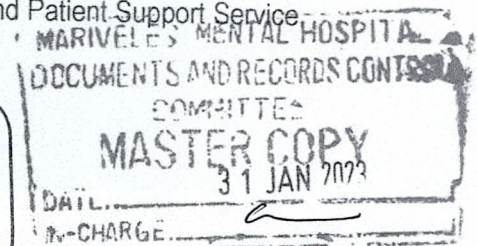
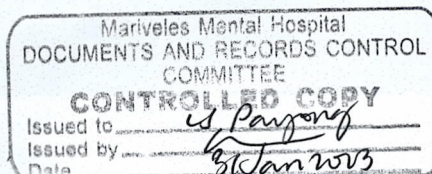
6.0 PROCEDURE

6.1. Composition of SALN Review and Compliance Committee

Chairperson: Legal Office, Authorized Administering Officer/ Chief Administrative Officer
Vice-Chairperson: Highest Human Resource Officer

Members:

- Designated Representative from Office of the Medical Center Chief
- Designated Representative from Finance Service
- Designated Representative from Hospital Operations and Patient Support Service
- Designated Representative from Medical Service
- Designated Representative from Nursing Service





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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 8 of 14
---------------	------------------	--------------------	-------------	------------	--------------

Secretariat: Human Resource Management Unit Staff/s

The Head of Agency may include additional members in the exigency of service.

6.2. What to File

- 6.2.1. All MMWGH officials and employees shall file under oath their SALN using the SALN form (Revised as of January 2015).
- a. The SALN shall contain a true and complete declaration of assets, liabilities, net worth, including a disclosure of business interests and financial connections of the declarant, the spouse and unmarried children under 18 years of age living in their households. They shall likewise declare to the best of their knowledge their relatives within the fourth civil degree of consanguinity and affinity, who are in the government service.
 - b. For purposes of convenience in the computation of net worth, where the declarant's spouse has capital or paraphernal properties or where the declarant's unmarried children below 18 years of age living in the household have their own properties, the declarant should declare the assets and liabilities of the spouse and unmarried children below 18 years of age living in the household on a separate sheet attached to the SALN Form.

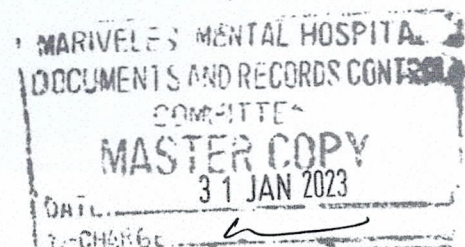
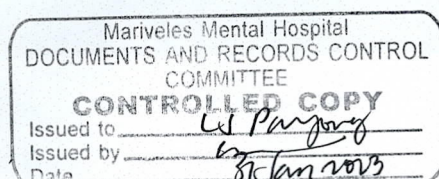
6.3. When to File

- 6.3.1. The SALN shall be filed within the periods specified below:
- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service;
 - b. On or before 31 January 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 the last day of service.

6.4. How to File

6.4.1. Basic Information

- a. Spouses who are both public officers and employees shall have the option to file their SALN either jointly or separately.





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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 9 of 14
---------------	------------------	--------------------	-------------	------------	--------------

- b. In case of joint filing, all real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. After filling out the form, the spouses may reproduce the SALN Form as the number of copies is required, but their signatures should be original in the SALN Forms to be submitted to their respective agencies.
- c. In case the declarant is single or married but whose spouse is not in the government service, the declarant shall tick off the box marked as "Not Applicable."
- d. If the declarant's spouse is working in the private sector or is unemployed, the declarant shall still cause the spouse to sign the SALN.
- e. The change of civil status of the declarant after December 31 of the preceding year shall not affect the nature of the properties declared.
- f. The declarant must provide the information required for all unmarried children below 18 years of age, whether legitimate or illegitimate, and living in the household.

6.4.2. Real Properties

- a. Declaration of real properties shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon.
- b. The declarant shall indicate a description of the real properties, whether it is a land only or land with building, a house and lot, condominium unit, or an improvement such as an extension or garage, and the like.
- c. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached.
- d. The declarant shall indicate those real properties which are already titled or registered in his/her name, under the name of the spouse, or under the name of all unmarried children below 18 years of age who are living in the declarant's household. However, real properties already covered by a deed of sale, or subject of an extrajudicial settlement of estate but not yet titled under the declarant's name shall also be disclosed.
- e. Mortgaged properties that are already under the name of the declarant shall be disclosed. The acquisition cost to be declared shall be the actual purchase price. However, the declarant should declare the outstanding balance of the mortgage loan as of 31 December of the preceding year under Liabilities.

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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 10 of 14
---------------	------------------	--------------------	-------------	------------	---------------

- f. No acquisition cost shall be declared for properties received gratuitously, e.g. donation or inheritance. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.
- g. In case of inherited properties, even without a transfer of the property under the name of the declarant, the latter shall declare the corresponding share in the inherited properties as assets.

6.2.3. Personal Properties

- a. Declaration of personal properties shall include the mode, year, and cost of acquisition, or the value or amount of said personal properties.
- b. The amount to be disclosed for insurance policies shall be the amount already paid.
- c. Pensions received for the year of declaration should be declared as either cash on hand or in bank.
- d. The acquisition cost of shares of stock shall be the total value of the shares of stock as of 31 December of the preceding year.
- e. Earnings and income from other sources shall form part either of the declarant's cash on hand or in bank, which shall be determined as of 31 December of the preceding year.
- f. Personal properties collectively acquired or are of minimal value may be declared generally or collectively according to the nature/kind of the personal property, such as books. The declarant may indicate "various years" under the column for Year Acquired.
- g. The amount of money/cash in bank to be declared should be the last balance as of 31 December of the preceding year.
- h. Personal properties such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent at the rate of exchange prevailing as of 31 December of the preceding year.
- i. Mortgaged properties that are already under the name of the declarant shall be disclosed. The acquisition cost to be declared shall be the actual purchase price. However, the declarant should declare the outstanding balance of the mortgage loan as of 31 December of the preceding year under Liabilities.

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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 11 of 14
---------------	------------------	--------------------	-------------	------------	---------------

- j. In case of personal properties which are co-owned with other individuals, the declarant shall disclose the proportionate amount of the corresponding share in the property.
- k. The amount already paid by declarant for properties subject of a contract to sell shall be declared as personal property.

6.2.4. Liabilities

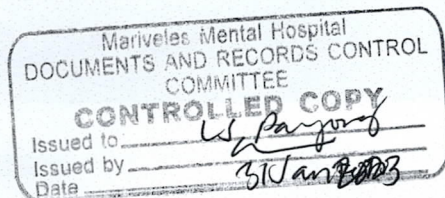
- a. Under liabilities, the nature of liability, name of creditors, and the outstanding balance shall be indicated.
- b. Credit card liabilities and personal loans shall be declared by indicating the outstanding balance as of 31 December of the preceding year.

6.2.5. Computation of Net Worth

- a. In the case of real properties, the acquisition cost shall be used in the computation of the net worth. In case of personal properties, the acquisition cost or amount/value of money shall be used in the computation of net worth.
- b. The properties of the unmarried children below 18 years of age living in the declarant's household shall be excluded from the computation of the real and personal properties of the declarant.
- c. In case of joint filing, the total assets of the spouses shall include their respective paraphernal or capital properties. The net worth of the spouses shall be the difference between the total assets (real and personal properties) less the total liabilities.
- d. If the spouse of the declarant is not a public officer or employee, or is a public officer or employee but who chose to separately file the SALN, the spouse's paraphernal or capital properties shall not be included in the computation of the declarant's net worth.

6.2.6. Financial Connections and Business Interests

- a. The declarant, including the spouse and unmarried children below 18 years of age living in the household, shall declare their existing interest or connection in any business enterprise or entity, aside from the income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection





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Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 12 of 14
---------------	------------------	--------------------	-------------	------------	---------------

- b. In case there are no existing business interests and financial connections in any business enterprise or entity, the declarant shall tick off the box in the form indicating "Not Applicable."

6.2.7. Relatives in the Government

- a. The declarant shall disclose relatives in the government within the fourth civil degree of relationship, either by consanguinity or affinity. The disclosure shall also state the relationship, the position of the relative, as well as the name of office/agency and address.
- b. In case of joint filing, the spouses shall indicate all their relatives in the government within the fourth civil degree, either by consanguinity or affinity.
- c. In case the declarant has no relatives in the government within the fourth civil degree of relationship, either by consanguinity or affinity, including *bilas*, *inso*, and *balae*, the declarant shall tick off the box in the form indicating "Not Applicable."

6.2.8. Other Matters

- a. The declarant is strictly required to fill all applicable information in the SALN Form. Otherwise, such items should be marked with "N/A" or "Not Applicable." The term "N/A" should be provided in each space. Placing a single "N/A" in all spaces is not acceptable. No unnecessary markings shall be made on the form.
- b. Additional sheets may be used, if necessary. The additional sheets, which shall be signed on each page, shall indicate the name of the declarant, the position and agency name, and the year covered by the SALN.
- c. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.
- d. Assets and/or properties acquired, donated, or transferred in the name of the declarant for a particular year, but were not declared for that year as they came to knowledge only after the filing of the SALN, must be declared in the declarant's next succeeding SALN.
- e. Filling up the form may be handwritten, computerized, or typewritten, provided the signature of the declarant is original. The declarant is required to write legibly when filling up the form by handwriting.
- f. In case of joint filing, the declarant and the spouse shall sign in the spaces provided for just below the certification.

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Issued by: W. Payson
Date: 31 Jan 2023

MARIVELES MENTAL HOSPITAL
DOCUMENTS AND RECORDS CONTROL
COMMITTEE
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DATE: 31 JAN 2023
IN-CHARGE: W. Payson



MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

P. Monroe St., Poblacion, Mariveles, Bataan



REVIEW AND COMPLIANCE PROCEDURE FOR THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

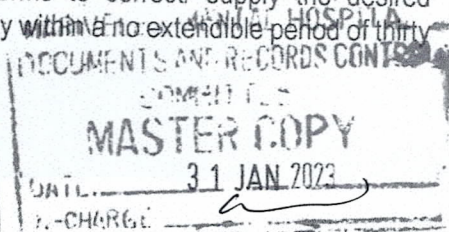
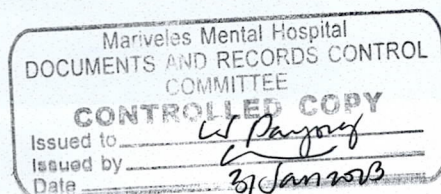
Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 13 of 14
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- g. The declarant shall cause the spouse, who is not a public officer or employee, to sign the SALN.
- h. Spouses who are separated in fact or legally separated are still considered husband and wife; hence, the declarant's spouse is still required to sign the SALN.
- i. An explanation should be attached to the SALN for noncompliance with the requirement for the spouse's signature.

6.2.9. Process

- 6.2.9.1. The MMWGH employee shall submit the duly accomplished SALN to its Division authorized representative on or before January 31 of the current year;
- 6.2.9.2. The Division authorized representative shall conduct initial review and checking of the SALNs, if accomplished completely and in proper form and thereafter forward the same to SALN Committee Members;
- 6.2.9.3. The SALN Committee members shall thoroughly review the SALNs filed in accordance with the guidelines laid down by the CSC;
- 6.2.9.4. Inadequately filed SALNs shall be returned to the concerned employee for the necessary correction. It is the responsibility of the said employee to immediately return the revised/ corrected and complete SALN forms;
- 6.2.9.5. Duly accomplished SALNs in proper form shall be forwarded to the SALN Review and Compliance Committee Secretariat for scheduling of administering the employee's oath to the Authorized Administering Officer of MMWGH;
- 6.2.9.6. The Chairperson of SALN Review and Compliance Committee or his/ her authorized representative shall submit to the Head of the Agency, copy furnished the CSC, on or before May 15 of every year, a list of employees in alphabetical order, who:
 - A. Summary of List of Filers (Joint Filers, Net Worth, TIN Number)
 - B. Certification from PPA- Review and Compliance Committee
 - C. Names of Employees who did not file their SALNs

Within five (5) days from the receipt of the aforementioned list, it shall be the ministerial duty of the Head of the Agency or his/ her authorized representative to issue an order requiring those who have incomplete data in their SALN forms to correct/ supply the desired information and those who did not file/ submit to comply with a no extendible period of thirty (30) days from receipt of said order.





MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL
P. Monroe St., Poblacion, Mariveles, Bataan
REVIEW AND COMPLIANCE PROCEDURE FOR
THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)



Document No.:	MMH-SAL-02-01-00	Effectivity Date :	31-JAN-2023	Page No. :	Page 14 of 14
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6.2.9.7. The failure of an official or employee to correct/ submit his/ her SALN in accordance with the procedure and within the given period pursuant to the directive in the immediately preceding paragraph shall be a ground for disciplinary action. The Head of the Agency or his/ her authorized representative shall issue a show-cause order directing the official or employee concerned to submit his/ her comment or counter affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D) (B) of Rule X thereof, with the following penalties:

- First Offense - Suspension of one (1) month and one (1) day to six (6) months;
- Second Offense - Dismissal from the service

Public officials and employees who fail to comply within the aforementioned thirty (30) day period or who submit their SALN forms beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty stated above.

6.2.9.8. Hard copies and electronic copies of the duly accomplished SALNs shall have been submitted to the Ombudsman not later than April 30, of the current year.

6.2.9.9. The submitted SALN shall be kept in accordance with the Republic Act 10173 also known as the Data Privacy Act of 2012.

6.2.9.10. It shall be store at HRMU Records Room for a period of ten (10) years after which can be dispose through the authorized disposition method of MMWGH.

6.2.9.11. Access to the submitted SALN of employees will be granted only to authorize personnel namely: the SALN RCC Secretariat and Chairperson and the Chief of Hospital.

7.0 ATTACHMENT

7.1. SALN Form, revised as of January 2015

