



REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH

The filing of Statement of Assets, Liabilities and Networth (SALN) is a sworn duty of every government worker and is in line with the principle that public office is a public trust. To ensure the completeness of declarations in the SALN, and the use of the proper form, the National Tax Research Center (NTRC) hereby adopts the following rules to serve as the review and compliance procedures in the filing and submission of the SALN per Civil Service Commission (CSC) Memorandum Circular (MC) Nos. 10, series of 2006 and 3, series of 2013:

Rule I - Filing and Submission of the SALN on Time and to the Proper Officials

1. All NTRC officials and employees shall file under oath their SALNs with the Chief of the Human Resource Management and Development Division (HRMDD), 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 service.
2. All NTRC officials and employees are strictly required to fill in all applicable information and/or make a true, detailed and sworn declaration of one's assets, liabilities, networth, business interests and financial connections, as well as relatives in government service within the fourth degree of consanguinity or affinity.

Rule II – Composition and Duties of Review and Compliance Committee (RCC)

The RCC is composed of the following as constituted under Special Order No. 09-2024 dated 11 January 2024:

Chairperson: Lorelli D. Villaflores
Member : Anna Catherine V. Reviles

The duties of the RCC are as follows:

1. Upon receipt of the accomplished SALN forms, the RCC shall evaluate the same to determine whether said forms have been properly accomplished. A SALN form is deemed properly accomplished when all applicable information or details therein are provided by the filer. Items not applicable to the filer should be marked **"NA"**.
2. On or before May 15 of every year, the Chief of the HRMDD shall submit the list of employees in alphabetical order to the head of office, copy furnished the CSC, who: (a) filed their SALNs with complete data; (b) filed their SALNs but with incomplete data; and (c) did not file their SALNs.

Rule III - Ministerial Duty of the Executive Director to Issue Compliance Order

It shall be the ministerial duty of the Executive Director to issue an order within five (5) days from receipt of the said list to require those who have incomplete data in their SALNs to correct/supply the lacking information, and those who did not file their SALNs to comply within a non-extendible period of thirty (30) 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 the year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding submission of his/her SALN.

Rule IV - Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure of the NTRC officials or employees to correct/submit their SALNs in accordance with the procedures and within the given period pursuant to the directive in Rule III hereof shall be a ground for disciplinary action. The Executive Director shall issue a show-cause order directing the official or employee concerned to submit his/her comment of counter-affidavit; and if evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service, CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file the SALN is punishable under Section 46 (D)(8) of Rule X thereof, with the following penalties:

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

2nd Offense - Dismissal from the service

Rule V - Transmittal of all submitted SALNs to the CSC on or before June 30 of every year

The Chief of the HRMDD shall transmit all original copies of the SALNs received on or before June 30 of every year to the CSC.

Rule VI - Penalty

The Executive Director and the Chief of the HRMDD who failed to perform their duties may be held liable for simple neglect of duty under the provisions of CSC Resolution No. 06-231 dated 1 February 2006, as amended, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Rule VII - Authority to Establish Compliance Procedures

The Executive Director shall have the authority to render any opinion interpreting the provisions on the review and compliance procedures in the filing of the SALN and disclosures of information.

In the event the Executive Director determines that a SALN is not properly filed, he shall inform the reporting individual and direct him/her to take necessary corrective action.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in the Code of Conduct and Ethical Standards for Public Officials and Employees.

All rules, regulations inconsistent herewith are hereby deemed repealed or modified accordingly.


ATTY. MARK LESTER L. AURE
Executive Director





**Integrated Records Management Office
Communications Management Division**

Annual Submission (CY 2023) **New Employee/s** **Separated Employee/s**

Agency/Office: NATIONAL TAX RESEARCH CENTER

1. Cover /Transmittal Letter
2. Summary List of Filers
3. Certification issued by the agency Review and Compliance Committee
4. List of Employees who did not file their SALNs (Non-Filers)
5. Sworn Statements of Assets, Liabilities and Networth (SALNs)
6. Others _____

CIVIL SERVICE COMMISSION
Integrated Records Management Office
MAY 08 2024
Received by: Alexis
Time: 1100

The submitted documents will be reviewed/evaluated in accordance with existing rules and regulations on the submission of SALNs and the submitting agency will be informed accordingly should there be any discrepancy.

Thank you.


EDWIN C. PAJARES
Chief HRS



Republic of the Philippines
DEPARTMENT OF FINANCE
NATIONAL TAX RESEARCH CENTER
8th Floor, EDC Building, BSP Complex,
Roxas Boulevard cor. Pablo Ocampo St., Manila



02 May 2024

DIR. NOREEN BOOTS GOCON-GRAGASIN

Director IV
Integrated Records Management Office
Civil Service Commission
Constitution Hills, Batasan Pambansa
Diliman, Quezon City



Dear Dir. Gocon-Gragasin:

We are submitting herewith Sworn Statement of Assets, Liabilities and Net Worth of officials and employees of the National Tax Research Center as of 31 December 2023.

Assuring you always of our full cooperation.

Very truly yours,

Lorelli D. Villaflores
LORELLI D. VILLAFLORES

OIC, Human Resource Management and Development Division



Republic of the Philippines
DEPARTMENT OF FINANCE
NATIONAL TAX RESEARCH CENTER
8th Floor, EDC Building, BSP Complex,
Roxas Boulevard cor. Pablo Ocampo St., Manila



Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year 2023

CERTIFICATION

This is to certify that the SALNs (31 December 2023) submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 4, 2013).

Issued on 29 April 2024


ANNA CATHERINE V. REVILLES
Member


LORELLI D. VILLAFLORES
Chairperson

NATIONAL TAX RESEARCH CENTER

SUBJECT MATTER: REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH.

1. Office of the Executive Director *Sub. 8/8/24* *LOIF 8/8/24* *DMMD-8* *all units 8/14/24*
 2. General Services Division *8/8/24*
 3. Finance Division *intgrm 8/8/24*
 4. Human Resource Management and Development Division *8/8/24*
 5. Management and Information System Division *8/8/24*
 6. Tax Incentives Division *[Signature]*
 7. Tax Subsidies and Large Investment Division *Jan 08/08/24*
 8. Manufacturing Industries Division *8/8/24*
 9. Infrastructure & Resource-Based Industries Division *8/8/24*
 10. Service Industries Division *August 8, 2024 3:43pm*
 11. Legal Research & Communication Division *8/8*
 12. Legal Management Division *8/8*
 13. Economics Staff *8/8*
 14. Tax Statistics Staff *8/8*
 15. Special Research and Technical Services Branch *8/8/24*
 16. Direct Taxes Branch *8/8*
 17. Indirect Taxes Branch *8/8*
 18. Local Taxation Branch *8/8*
 19. Fiscal Incentives Branch *8/8*
- Delivered by: *electronic data unit* dated *8/8/2024*



NTRC HRMDD <hrmdd@ntrc.gov.ph>

Review and Compliance Procedure in Filing and Submission of SALN

1 message

NTRC HRMDD <hrmdd@ntrc.gov.ph>

Wed, Aug 14, 2024 at 9:07 AM

To: National Tax Research Center - Employees <ntrc.employees@ntrc.gov.ph>

Dear Sir / Ma'am,

Greetings.

Please see the attached Review and Compliance Procedure in Filing and Submission of SALN for your reference and guidance.

Kindly acknowledge receipt of this email.
Thank you.

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**Human Resource Management and Development Division
National Tax Research Center (NTRC)**

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Review and Compliance Procedure in Filing and Submission of SALN.pdf

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