




## SALN REVIEW COMMITTEE


### **GUIDELINES ON THE FILING AND SUBMISSION OF THE 2020 SALN FORM IN ELECTRONIC FORMAT AND THE CONDUCT OF ONLINE OATH-TAKING**

Pursuant to Civil Service Commission Memorandum Circular No. 13 (2020) dated 22 June 2020, the SALN Review Committee resolved to **ADOPT** the attached ***Guidelines on the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020 and the Conduct of Online Oath-taking***, for employees who will opt to file their SALN in electronic format.

15 July 2020

  
**ARMANDO A. PAN, JR.**  
Chairman

  
**EMMANUEL Y. ARTIZA**  
Member

  
**ROMUALD C. PADILLA**  
Member

## GUIDELINES ON THE FILING AND SUBMISSION OF THE 2020 SALN FORM IN ELECTRONIC FORMAT AND THE CONDUCT OF ONLINE OATH-TAKING

Pursuant to Civil Service Commission Memorandum Circular No. 13 dated 22 June 2020, personnel of the Securities and Exchange Commission (SEC) may file their Statement of Assets, Liabilities and Net Worth (SALN) for the year 2020, in electronic format, in accordance with the following guidelines:

### A. DEFINITION OF TERMS

1. A **duly executed SALN** is a SALN that is personally signed under oath before the Administering Officer or notary public or that executed through online oath-taking in accordance with Civil Service Commission Memorandum Circular No. 13 (2020).
2. An **electronic SALN** refers to a duly executed SALN filed by the declarant via online transmission.

An electronic SALN shall be considered the original and the printout thereof shall be considered a duplicate original.

### B. DOWNLOADING AND ACCOMPLISHING THE SALN FORM; REQUESTING FOR ONLINE OATH-TAKING

3. The declarant shall download the SALN Form (MS Word format), revised as of January 2015, from the CSC website.
4. The declarant shall fill out the SALN Form and save the accomplished form in Portable Document Format (PDF). The file name shall be formatted, as follows: 2020 SALN\_Surname, First Name (e.g. 2020 SALN\_Dela Cruz, Juan).
5. The declarant shall affix his/her digital or electronic signature (e-signature) to the 2020 SALN Form using Adobe Acrobat Reader DC or any other PDF reader that allows for the incorporation of e-signatures into files. The signing can also be done during the online oath-taking.

In order to affix his/her e-signature to the 2020 SALN Form, the declarant shall make sure that he/she has the latest version of Adobe Acrobat Reader DC or a similar PDF reader installed on his/her computer.

6. The declarant shall email his/her 2020 SALN Form in PDF to the Office of the Commission Secretary (OCS) at [ectantuan@sec.gov.ph](mailto:ectantuan@sec.gov.ph) or [armandopanjr@sec.gov.ph](mailto:armandopanjr@sec.gov.ph). For security purposes, the declarant must use his/her official SEC webmail account in sending the 2020 SALN Form to the OCS.

In the email, the declarant shall state that he/she is:

- a. Filing the 2020 SALN in electronic format;
  - b. Requesting for an online oath-taking schedule; and
  - c. Authorizing the Administering Officer to submit to the Human Resource and Administrative Department (HRAD), through email, the signed 2020 SALN, a copy of which will be likewise emailed to the declarant.
7. The OCS will acknowledge receipt of the email containing the declarant's 2020 SALN and/or request for online oath-taking, and will inform the declarant of the date and time of the online oath-taking.

### **C. ONLINE OATH-TAKING OF DECLARANT (VIA ZOOM)**

8. The OCS will generally set the online oath-taking for Fridays at 12 noon, unless a different schedule will be set.
9. The online oath-taking will be conducted through video conferencing using Zoom Cloud Meetings.

Accordingly, the declarant will have to make sure that the latest version of Zoom is installed on the gadget he/she will use for the online oath-taking. The cloud meeting program may be downloaded on Play Store for Android, on Google Play for Windows or on App Store for IOS.

10. The OCS will provide the link, meeting ID and password for the video conference in the Notice of Online Oath-taking that will be emailed in response to the declarant's request for online oath-taking.
11. To join the video conference, the declarant may launch or open Zoom, click "Join a Meeting," enter the meeting ID provided by the OCS and his/her full name, and click "Join."

Alternatively, the declarant may click the invitation link provided in the Notice of Oath-taking. Depending on his/her default browser, the declarant may be prompted to allow Zoom to be opened.

- 12.** The declarant will be required to keep his/her video and audio turned on during the during the online proceedings, which will be documented/recorded.

Accordingly, the declarant is expected to dress appropriately for the online oath-taking. He/she may be in business casual, smart casual, business or formal attire.

- 13.** At the start of the online oath-taking, the Administering Officer will review the declarant's 2020 SALN and evidence of identity, as applicable.

- 14.** The declarant will be asked to show the accomplished 2020 SALN to the Administering Officer. Accordingly, the declarant's 2020 SALN in PDF must be available and ready for presentation in his/her gadget.

There are two ways to show the accomplished SALN:

- i. For Zoom installed in Laptop
  - Minimize Zoom.
  - Open the accomplished SALN using Adobe Acrobat.
  - Go back to Zoom, click "Share Screen" and choose the 2020 SALN document window.
  - Slowly scroll up the document, giving the Administering Officer ample time to scan the SALN.
- ii. Zoom installed in Mobile Phone
  - Turn on the laptop then open the accomplished 2020 SALN in Adobe Acrobat.
  - Take a video of the laptop screen using the mobile phone.
  - Slowly scroll up the document, giving the Administering Officer ample time to scan the 2020 SALN.

- 15.** The declarant shall affirm the 2020 SALN as his/her free and voluntary act and deed, and that the contents thereof are true and correct, and avow under penalty of law to the whole truth of the contents of the 2020 SALN.

- 16.** If he/she has not signed the 2020 SALN, the declarant shall affix his/her electronic/digital signature to the electronic 2020 SALN while his/her screen is shared with the Administering Officer.

If he/she has signed the 2020 SALN prior to the online oath-taking, the declarant will be asked to affirm his/her signature in the 2020 SALN.

17. The Administering Officer shall record the oath-taking and/or take a screenshot while the declarant is taking his oath. The declarant may likewise record the proceedings at his/her own discretion.

Thereafter, the declarant will be advised by the host or the Administering Officer that he/she may leave the online oath session.

18. After the online oath-taking, the Administering Officer will affix his/her electronic signature to the 2020 SALN of the declarant, and save the duly executed SALN in PDF.

#### **D. SUBMISSION OF 2020 SALN FORM TO HRAD**

19. The Administering Officer will email the duly executed electronic 2020 SALN to the HRAD, if the declarant authorized the Administering Officer to do so. Otherwise, the declarant shall submit his/her duly executed 2020 SALN to the HRAD through email at fgsih@sec.gov.ph.

20. The Administering Officer shall record and submit a list of personnel who took their oath online, together with a certification that the names appearing on the list took their oath before him/her through virtual meeting. The list shall be submitted to the HRAD within five (5) days from the last day of filing of the 2020 SALN for recording purposes.

21. The deadline for submission by employees of their 2020 SALN to the HRAD shall be on 31 August 2020 (Monday).

#### **E. ELECTRONIC SUBMISSION OF 2020 SALN TO CSC/ REPOSITORY AGENCY**

22. Upon collation of the SALNs, the HRAD will submit or transmit the electronic SALNs to the CSC/ repository agency, either with the use of USB flash drive or disc storage, together with the required summary. The submission will include the scanned copies of SALNs filed physically.

23. The HRAD shall also submit to the CSC a list of SALNs electronically filed and physically filed.

## **F. DATA PRIVACY**

- 24.** The processing of the personal and sensitive personal information through the submission of SALN is mandated by Section 8 of Republic Act No. 6713, which provides the Code of Conduct and Ethical Standards for Public Officers and Employees, and, thus, is authorized under Section 11 of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012. The SEC maintains adherence to the principles of transparency, legitimate purpose and proportionality in its collection of personal data.
  
- 25.** The declarant may also refer to the SEC Privacy Policy found on the SEC website at <http://www.sec.gov.ph/privacy-policy/>.