



# Bureau of Agricultural Research

DEPARTMENT OF AGRICULTURE  
REPUBLIC OF THE PHILIPPINES  
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Ref. No. 2018-  
12 July 2018

## MEMORANDUM CIRCULAR

NO. 01

SUBJECT:

### DA-BAR GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

In the interest of the service and in compliance with Section 8 of R.A. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), CSC Memorandum Circular No. 3 s. 2015, Resolutions Nos. 1300455 s. 2013 and 1500088 s. 2015, the following guidelines in the review and compliance procedure in the filing and submission of Statement of Assets, Liabilities and Net Worth (SALN) are hereby issued.

- I. All officials and employees of the Bureau are required to accomplish and submit their SALNs using the revised form as of January 2015;
- II. In order to ensure correctness and timeliness of the submission to the Civil Service Commission and to allow ample time for the BAR Review and Compliance Committee to perform its mandated functions, all BAR officials and employees are required to submit their duly accomplished and subscribed SALNs to the Human Resource Management Officer on or before March 31 of each year;
- III. All declarants shall follow the guidelines in filling out the revised form provided under CSC MC No. 3 s. 2015;
- IV. The Bureau shall have a Review and Compliance Committee composed of one (1) Chairman and two (2) members. Specifically, the Chairman shall be the Assistant Director (or designate) and the members shall be the highest-ranking HRMO and the head of the Administrative Division or their designates. A special order shall be issued for this purpose;
- V. These guidelines shall be cascaded to all employees and a scanned copy thereof shall be uploaded in the BAR Transparency Seal page not later than October 01, 2018.

This Memorandum Circular shall take effect immediately.

For information, guidance and compliance of all concerned.

  
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