

OFFICE ORDER NO. 20-179
Series 2020

SUBJECT : **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 (CSC) Memorandum Circular No. 13 dated 22 June 2020, Construction Industry Authority of the Philippines (CIAP) personnel 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 CSC 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, or wet ink signature to the physical SALN, provided that the execution or placing of signature is done within the sight of the Administering Officer. A copy of a physical SALN refers to its scanned copy.
6. The declarant shall transmit/email his/her 2020 SALN Form in PDF to the CIAP Personnel at PrescelaMarquez@construction.gov.ph



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

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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. A copy of which will be likewise emailed to the declarant.
7. The CIAP Personnel 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.
 8. The Administering Officer may use electronic signature or wet ink signature in acknowledging SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgement by affixing his/her electronic/digital signature in the copy of the original sent by the declarant.

In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scan the same.

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

9. The CIAP Personnel will generally set the online oath-taking schedule.
10. The online oath-taking will be conducted through video conferencing using Zoom Cloud Meetings.
11. 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.
12. At the start of the online oath-taking, the Administering Officer will review the Declarant's 2020 SALN and evidence of identity, as applicable.
13. 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.
14. 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.
15. 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.



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D. SUBMISSION OF 2020 SALN FORM

16. 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.
17. The deadline for submission by employees of their 2020 SALN to the CIAP Personnel shall be on 31 August 2020.

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

18. Upon collation of the SALNs, the CIAP Personnel will submit or transmit the SALNs to the CSC/ repository agency, either electronically or physically. Concerned agency shall exercise only one option in submitting the SALNs, not a combination of both, in order to facilitate centralized recording and monitoring by repository agencies.

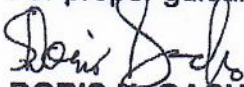
In case of physical submission, the same shall comply with the existing guidelines on the filing and submission of the SALN. SALNs for physical submission includes physical SALNs filed and printed copies of SALNs electronically transmitted.

In the case of electronic submission, the office of agency concerned is allowed to submit or transmit the electronic SALNs to the proper repository agency either with the use of USB flash drive or disc storage together with the required summary as provided under the rules. SALNs under this filing include scanned copies of physical SALNs filed.

F. DATA PRIVACY

19. 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 CIAP maintains adherence to the principles of transparency, legitimate purpose and proportionality in its collection of personal data.

For proper guidance.



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OIC-Executive Director, CIAP
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