

# **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

## **REFERENCES:**

- 1987 Philippine Constitution
- Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”
- CSC Memorandum Circular No. 10, series of 2006 on the “Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections”
- CSC Resolution Number 1300455 dated March 4, 2013 on the “Review and Compliance Committee for the
- Memorandum Circular No. 2018-1, Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80, s. 2012 and Executive Order No. 201 s . 2016

## **COVERAGE:**

This Circular shall cover all PPMC officials and employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual employees.

## **GUIDELINES:**

### **Section 1. Filing and Submission of SALN**

- a. All PPMC officials and employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Office for HR and Administration, to wit:
  - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - iii. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
- b. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

### **Section 2. Persons authorized to review and evaluate the submitted SALN**

There shall be a designated Review and Compliance Committee to be designated through a Special Order, to receive the SALN through the Office for HR and

Administration, and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions and review and compliance procedure in the filing thereof.

### **Section 3. Duties of the Review and Compliance Committee**

The Review and Compliance Committee shall prepare a list of the officials and employees in alphabetical order to be submitted to the head of agency copy on or before May 15 of every year:

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

### **Section 4. Ministerial Duty of the President to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the President to issue an order requiring those who have incomplete data in their SALN to correct/ supply the desired information and those who did not file/submit their SALNs to Comply within an non-extendable period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that 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 next succeeding SALN.

### **Section 5. Sanction for Failure to Comply/ Issuance of a Show-Cause Order**

Failure to correct/submit SSALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action.

### **Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.**

The Office for HR and Administration shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

### **EFFECTIVITY:**

This Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.