



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

Camp General Emilio Aguinaldo, Quezon City, Philippines

MEMORANDUM
No. 167, s. 2019

FEB 26 2019

TO: ALL OCD EMPLOYEES

SUBJECT: GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES 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, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Memorandum Circular No. 10, series of 2006, otherwise known as 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 No. 1300455 dated 04 March 2013 otherwise known as the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)
- CSC Memorandum Circular No. 3, series of 2013 otherwise known as the Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions (CSC Memorandum Circular No. 10 dated 17 April 2006)

OBJECTIVE:

To ensure that all officials and employees of this Office will submit upon assumption of office and during such period as may be required by law, an annual declaration under oath of their assets, liabilities and networth (SALN) pursuant to Section 17, Article XI of the Philippine Constitution and Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). Likewise, the submission of SALNs to the Civil Service Commission (CSC) is pursuant to Section 12 of RA No. 6713 which provides that the CSC shall have primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions.

COVERAGE:

This Circular shall cover all personnel of this Office who occupy plantilla positions.

GUIDELINES:

Section 1. Filing and Submission of SALN

a. All Plantilla-Based Personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management and Development Division (HRMDD), to wit:

a.1 Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day in office;

a.2 Submission of all original (hard) copies of the SALNs together with electronic copies (in PDF format) thereof, on or before June 30 of every year. File name of the soft copy must be the same as the document title.

a.3 Certification by the head of agency/office concerned that the SALNs submitted electronically submitted are faithful reproductions of the original copies.

a.4 Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day in office;

a.5 Personnel 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 receive, through the HRMDD, and to evaluate if the same has been submitted on time, complete and in proper form, and interpret the relevant provisions in relation to the filing thereof.

Section 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to be submitted to the Head of Agency, copy furnished the CSC 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 Administrator to Issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Administrator 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 a 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 to Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit the SALN in accordance with the proper procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. The Administrator shall issue a Show Cause Order directing the concerned personnel to submit his/her comment or counter-affidavit thereon; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1st offense – Suspension for one (1) month and one day to six (6) months; and
- 2nd offense – Dismissal from the Service.

Section 6 Transmittal of all Submitted SALNs to the Concerned Agencies on or before June 30.

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

Repealing clause

All previous issuances inconsistent with this Memorandum are deemed repealed or modify accordingly.

Separability Clause

Unless expressly repealed or superseded, any part or provision in this Memorandum Circular which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in full force and effect.

Effectivity

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


USEC RICARDO B JALAD
Administrator