



01 October 2018

PCIEERD Administrative Order No. 2018-069
Series of 2018

**Subject: Review and Compliance Procedure in the Filing and Submission
of Statement of Assets, Liabilities and Networth (SALN) and
Disclosure of Business Interests and Financial Connections**

- A. Rationale.** Section 17, Article XI of the 1987 Philippine Constitution and Section 8 of Republic Act No. 6713, known as Code of Conduct and Ethical Standards for Public Officials and Employees, requires public officers and employees, upon assumption of office and during such period as may be required by law, to submit a declaration under oath their assets, liabilities and net worth (SALN). Pursuant to this, the Civil Service Commission promulgated the "Review and Compliance Procedure in Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections" through Memorandum Circular No. 6, series of 2006, Resolution No. 060231. Further, the Commission, in its Resolution No. 1300455, series of 2013, identified the persons authorized to review and evaluate the submitted SALNs and established the guidelines in the review and compliance procedure in the filing and submission of SALN.
- B. Objective.** To establish a review and compliance procedure in the filing and submission of SALN of PCIEERD Personnel compliant with CSC's Memorandum Circular No. 6, Series of 2006.
- C. Scope.** This issuance shall cover all PCIEERD Plantilla-based Personnel.
- D. Guidelines and Procedure**

Section 1. Filing and Submission of SALN on Time and to the Proper Official

- a. All Plantilla-based Personnel shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Human Resource Section of the Finance Administrative Division (FAD), to wit:
- Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first of service;
 - On or before April 30 of every year thereafter, statements of which must reckoned as of the end of the preceding year; and
 - Within thirty (30) days after the separation from service, statements of which must 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.

PCIEERD shall constitute a Review and Compliance Committee composed of the Deputy Executive Director, the Chief Administrative Officer and the Head of Human Resource Unit from Finance and Administrative Division (FAD).

Section 3. Functions of the Review and Compliance Committee. The Review and Compliance Committee shall have the following functions:

- a. Receive SALN and evaluate the same whether said statements have been submitted on time, complete and properly accomplished and in proper form; and
- b. Prepare list of employees who submitted SALN, in alphabetical order to be submitted to the Head of the Agency copy furnished the Civil Service Commission on or before May 15 of every year:
 - Those who filed their SALNs with complete data;
 - Those who filed their SALNs but incomplete data; and
 - Those who did not file their SALNs.

Section 4. Ministerial Duty of the Head of the Agency to issue Compliance Order. Immediately upon receipt of the aforementioned list and recommendation, it shall be the responsibility of the Head of the Agency 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 SALN to comply within the non-extendable period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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 filer's next or succeeding SALN.

Section 5. Sanction for Failure to Comply/Issuance of a Show-cause Order.

Failure to correct/supply SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4.4 hereof shall be ground for disciplinary action. The Head of the Agency shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit 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 (1) day to six (6) month
- 2nd Offense - Dismissal from the service

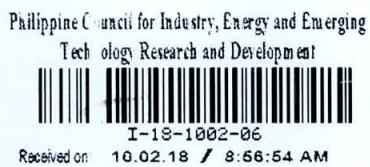
Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30. The Human Resource Section shall transmit all original copies of the SALNs received to the concerned agencies on or before June 30 of every year.

Section 7. Repealing Clause. All Previous rules inconsistent this Order are deemed repealed or modified accordingly.

Section 8. Separability Clause. Unless expressly repealed or suspended, any part or provision in the Order which rendered invalid, ineffective or inconsistent with the subsequent issuance/s, other provisions not affected thereby shall remain force and effect.

Section 9. Effectivity. This Order shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.


ENGR. RAUL C. SABULARSE
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REVIEW AND COMPLIANCE PROCEDURE IN THE FILING OF SALN PROCESS FLOW

The diagram illustrates the PCIEERD SALN Review and Compliance process flow.

