



OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

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

I. OBJECTIVES:

To enjoin OGCC Officers and Employees to accomplish and file under oath their statements of assets, liabilities and networth (SALN) and disclosure of business interests and financial connections, including those of their spouses and unmarried children under 18 years of age living in their household, and to declare to the best of their knowledge their relatives in the government service within the fourth degree of consanguinity or affinity.

II. GUIDELINES:

Section 1. Filing and Submission of SALN

- a. All OGCC officers and employees (including those with temporary appointment), except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Personnel Section, to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her day of office;

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- ii. On or before March 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. Public Official and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interest and Financial Connections in accordance with guidelines provided herein.
- c. The Officers and Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable to the declarant should be marked N/A (not applicable).

Section 2. Review and Evaluation of SALN

A. Duties of Personnel Section

- 1. The Personnel Section shall be designated to receive the SALN;
- 2. It shall indicate the date and time of receipt;
- 3. It shall conduct initial review of the submitted SALN, whether the statement has been properly accomplished, taking into consideration the following:
 - a. The Declarant/s should have provided all applicable information or details required therein.
 - b. Items not applicable were marked N/A.
- 4. If a SALN is not properly filed, it shall require the declarant to take the necessary corrective action.

B. Duties of the Review and Compliance Committee (RCC).¹

- 1. The RCC shall evaluate whether the declarant's SALN has been properly accomplished and submitted on time.

¹ Created under OGCC Officer Order No. 166, s. 2014, dated 31 July 2014 to evaluate OGCC Officers' and Employees' SALN.

2. The RCC shall submit the list of employees in alphabetical order to the Government Corporate Counsel (GCC), copy furnished the Civil Service Commission, 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 GCC to issue Compliance Order

Immediately upon receipt of the after mentioned list and recommendation, it shall be the ministerial duty of the GCC 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 days from receipt of said order.

Assets and/or properties acquired, donated or transferees 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 or succeeding SALN.

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

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be ground for disciplinary action. The Government Corporate Counsel 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) months
- 2nd offense - Dismissal from the service

Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before May 15.

The Personnel Section shall transmit all original copies of the SALNs received to the concerned offices on or before May 15 of every year.

III. REPEALING CLAUSE

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

IV. EFFECTIVITY

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

19 September 2018



OWEN M. VIDAD
Government Corporate Attorney IV
RCC-Vice Chairman



BEL D. DERAYUNAN
Assistant Government Corporate Counsel
RCC-Chairman

Approved by:



ELPIDIO J. VEGA
Deputy Government Corporate Counsel
Officer-in-Charge

REFERENCES:

- Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees.
- CSC Memorandum Circular No. 10, series of 2006.
- CSC Memorandum Circular No. 3, series of 2013.
- CSC Memorandum Circular No. 3, series of 2015.



26 February 2018

MEMORANDUM

TO : All OGCC Employees
FROM : AGCC for Administration
SUBJECT : **Submission of PDS and SALN**

Hereunder are the list of documents for submission with the Personnel Section for CY 2018:

DOCUMENTS	DEADLINE OF SUBMISSION
Updated Personal Data Sheets with 3.5 cm X 4.5 cm (passport size) latest photo 2 copies <i>For submission to CSC and updating of 201 files</i>	15 March 2018
Sworn Statement of Assets, Liabilities and Net Worth (SALN) for CY 2017 3 copies <i>See R.A. 6713, CSC MC No. 3, s. 2015 for guidance</i>	30 March 2018 <i>No Extension</i>

For compliance.

BEL D. DERAYUNAN
AGCC for Administration

cc.: GCC	Team 6	Personnel
OGCC	Team 7	Cashier
Team 1	Team 8	Supply & Property
Team 2	Team 9	Library
Team 3	Team 10	Records and Docket
Team 4	Admin. & Maintenance	
Team 5	Finance & Account	

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