

# GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF FY 2024 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 first day of office;
  - 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 officials 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 make a true and detailed statement in

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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 review the submitted SALN, and 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 accomplished, it shall require the declarant to take the necessary corrective action.

**B. Duties of the Review and Compliance Committee (RCC).<sup>1</sup>**

- 1. The RCC shall evaluate whether the declarant’s SALN has been properly accomplished and submitted on time.
- 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 afore-mentioned list and recommendation, it shall be the ministerial duty of the GCC to issue an order requiring those who

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<sup>1</sup> Created under OGCC Office Order No. 033 dated 02 February 2024 to evaluate OGCC Officers’ and Employees’ SALN.

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have incomplete data in their SALN to correct/supply the necessary information and those who did not file/submit their SALNs to comply within a non-extendible period of three working 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 under 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:

- 1<sup>st</sup> offense – Suspension for one (1) month  
and one (1) day to six (6) months
- 2<sup>nd</sup> offense – Dismissal from the service

**Section 6. Transmittal of all submitted SALNs.**

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

**III. REPEALING CLAUSE**

All previous issuances inconsistent with this Guidelines are deemed repealed or modified accordingly.



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IV. EFFECTIVITY

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revoked, cancelled, or superseded by a subsequent issuance.

\_\_\_ January 2023.

  
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RCC-Chairman

  
**SONIA P. TUBO**  
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Approved by:

  
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REFERENCES:

- Office Order No. 033, Series of 2024, Composition of OGCC Review and Compliance Committee.
- 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.