



September 28, 2018

MEMORANDUM FROM THE OFFICE OF THE DIRECTOR

Memorandum No.: OD-2018- 10-03

TO : ALL EMPLOYEES

SUBJECT : PHILMECH REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND DICLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

I. BACKGROUND

Pursuant to the provisions of Section 8 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", *public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households*". A set of procedures for the review of the Statements of Assets, Liabilities and Net Worth (SALN) is hereby established.

II. OBJECTIVES

These set of procedures shall provide a guide for all concerned regarding the submission of the SALN and review of the forms submitted in compliance with the guidelines set by the concerned agencies.

III. SCOPE

These procedures shall cover all regular employees of the Philippine Center for Postharvest Development and Mechanization (PHilMech).

IV. BASIC POLICIES

1. Filing and Submission of SALN

- a. All newly appointed regular employees shall file under oath, using the CSC-prescribed form, their SALN and Disclosure of Business Interest and Financial Connections to the Human Resource Management Section, within 30 days from the date of assumption of office. Moreover, all employees shall submit their SALN on or before the deadline set by the office.
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- c. The submitted SALN shall contain a true and complete declaration of assets, liabilities, and net worth, including a disclosure of business interests and financial connection of the declarant, his/ her spouse and unmarried children below eighteen



- (18) year of age living in his/ her household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are employed in the government.
- d. Filling up of the form may be handwritten, computerized or type-written provided the signature of the declarant is original. The declarant is required to write legibly if he chose to fill up the form by handwriting.
 - e. Four (4) copies of the accomplished form shall be submitted. For joint SALNs, five (5) copies is required.

2. Persons authorized to review and evaluate the submitted SALN

- a. The Human Resource Management Section shall be responsible for the evaluation and review of the SALNs. The HRM Officer in- charge shall review if the SALN was submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.
- b. HRMS shall consolidate all SALNs and prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:
 - i. Those who filed Joint SALN;
 - ii. Those who filed SALNs but with incomplete data; and,
 - iii. Those who did not file SALNs.
- c. The HRMS shall submit the List and the SALNs to the Civil Service Commission and the Office of the Ombudsman on or before April 30 of each year. A copy of the SALN shall be filed in the employees' 201 file.

3. Sanction

Failure of an official or employee to submit his/ her SALN; and failure to disclose any asset, liability, business interest, financial connection, and relative/s in the government shall be a ground for disciplinary action pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service (2017 RRACCS), with a corresponding penalty of:

First Offense: Suspension for one (1) month and one (1) day to six (6) months
Second Offense: Dismissal from the service

For strict compliance.


BALDWIN G. JALLORINA, PhD.
Director IV