



**Guidelines in the Review and Compliance Procedures in
the Filing and Submission of Statements of Assets,
Liabilities and Networth and Disclosure of Business Interests
and Financial Connections**

I. OBJECTIVES

To enjoin PCGG 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.

Legal Basis:

- 1) Rule VII, Public Disclosure of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- 2) Civil Service Commission (CSC) Memorandum Circular No. 10, series of 2006
- 3) CSC Memorandum Circular No. 02, series of 2006
- 4) CSC Memorandum Circular No. 03, series of 2013
- 5) CSC Memorandum Circular No. 03, series of 2015

II. GUIDELINES

Section 1. Filing and submission of SALN

- a. All PCGG 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 Interests and Financial Connections with the Human Resource and Development Division, to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as 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 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 Interests and Financial Connections in accordance with guidelines provided herein.
- c. PCGG 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 Accomplished SALN forms

- a. Duties of the Human Resource and Development Division (HRDD)
 1. The HRDD shall be designated to receive accomplished SALN forms;
 2. It shall indicate the date and time of receipt;
 3. In cases where the SALN form submitted to the HRDD be inadequately filled-out and/or the information given by the declarant is found to be incorrect or insufficient, the form shall be returned to declarant who shall correct/revise the same.
 4. The corrected/revise SALN should be returned to the HRDD immediately.
- b. Duties of the Review and Compliance Committee (RCC)
 1. The RCC shall conduct a review of the submitted SALN forms, taking consideration of the following:
 - a. All required information and/or details must be provided, i.e., all blanks should be filled out;
 - b. Should the information required be inapplicable to the declarant, blank spaces should be marked, "N/A".
 2. The RCC shall submit the alphabetical List of PCGG Employees to the Chairperson, copy furnished the Civil Service Commission, on or before May 15 of every year. This List shall include:
 - a. Those employees who filed their SALNs with complete data;
 - b. Those employees who filed their SALNs with incomplete data;
 - c. Those who did not file their SALNs.

Section 3. Ministerial Duty of the Chairperson to Issue a Compliance Order

Immediately upon receipt of the List of PCGG Employees and Recommendation, it shall be the ministerial duty of the Chairperson to Issue an Order requiring those who have incomplete data in their SALNs to correct and/or supply the required information. An Order shall likewise be issued to employees who failed to submit their accomplished SALN forms and are given a non-extendible period of three (3) days to comply.

Assets and /or properties acquired, donated and/or transferred in a particular year but were not declared in an employees' SALN for that year as the same came to his/her knowledge after filing his/her SALN, the same must be declared or reflected in the next or succeeding SALN the following year.

Section 4. Sanctions for Failure to Comply/Issuance of a Show-Cause Order

Failure to comply and submit the revised SALN in accordance with the procedure and within three (3) days from the issuance of the Order to comply shall be a ground for disciplinary action.

Failure to file a sworn SALN and disclosure of business interest and financial conditions shall be a ground for administrative disciplinary action without prejudice to criminal and civil liabilities as prescribed by law.

Under Section 50(D)(8), Rule 10 of the 2017 Rules on Administrative Cases in the Civil Service, such failure shall be punishable with suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal for the second offense.

Section 5. Transmittal of all Submitted SALNs to the Civil Service Commission on or before June 30

The HRDD shall transmit all original copies of the SALNs received to the Civil Service Commission on or before June 30 of every year.


III. REPEALING CLAUSE

All previous issuances inconsistent with the Review and Compliance Procedures are deemed repealed and/or modified accordingly.


IV. EFFECTIVITY

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

January 7, 2025.


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Head


MARIANNE ROSE C. DANES
Member


RAQUEL B. DE LA CRUZ
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