



Republic of the Philippines  
Department of Finance  
**PRIVATIZATION AND MANAGEMENT OFFICE**

**MEMORANDUM CIRCULAR NO. 2018 - 001**

As of August 16, 2018

**SUBJECT: REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (SALN)**

**Legal Bases:**

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

**I. Filing of SALN**

All officials and employees of the Privatization and Management Office (PMO) shall file their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALNs):

- a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said official or employee;
- b) On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official or employee.

**II. Duties of the Chief Administrative Officer / Administrative Officer, Human Resource Unit**

Upon receipt of the SALN forms, the responsible officer of Review and Compliance Committee (RCC), shall evaluate the same to determine whether the official or employee has properly accomplished said form. A SALN form is deemed properly accomplished when all applicable



information or details required therein are provided by the filer. Items not applicable to the filer should be marked "N/A" (not applicable). For this purpose, the current Chief Administrative Officer of Administrative Division (AD) of PMO shall be deemed the "responsible officer" herein referred to, unless the Chief Privatization Officer designates a different officer, as may be appropriate and necessary.

### **III. Timeline for Annual Filing of SALN**

**On or before  
March 20** Issuance of memorandum by the Chief Privatization Officer (CPO) enjoining all PMO officials and employees to file and submit their SALN on or before April 6 to Human Resource Unit (HRU).

**April 6-30** Review and evaluation by the HRU of individual SALNs filed as to timeliness, completeness and propriety of form.

All SALNs shall be submitted to HRU by April 30 to give enough time for review by RCC.

**On or before  
May 2** Submission of List of Employees (Compliance/Non-Compliance/ Incomplete SALN) (the "List") by the HRU to the Review and Compliance Committee (RCC).

The CPO shall issue a Compliance Order, upon recommendation of the RCC, within Five (5) days from notification of such recommendation and receipt of the List. The Compliance Order shall require (i) those who failed to submit their SALN and (ii) those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate. The official or employee, to whom the order is directed/addressed, shall be given a non-extendable period of thirty (30) days from receipt of the order within which to comply.

**On or before  
June 2** Submission by the HRU to the RCC of another list showing the names of persons who failed to comply within the 30-day period.

The RCC shall recommend to the CPO the issuance of Show Cause Order, directing the official or employee concerned to submit a comment or evidence so warrants. The proper administrative proceedings shall be conducted pursuant to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), CSC Resolution No. 1701077 promulgated on July 3, 2017. PMO officials and employees who fail to comply within the 30-day period required under CSC

Memorandum Circular No. 3, s. 2013, or who submit their SALN beyond the said period, shall be considered as not having filed their SALN and shall be made liable for the offense of Failure to File SALN, which is punishable under Rule X, Section 46(D)(8) of the RRACS. The RCC shall determine whether or not the employee shall be held administratively liable and submit the corresponding recommendation to the Chief Privatization Officer.

**Failure to file SALN** is punishable by the following penalties:

1st Offense - Suspension of one (1) month and one (1) day to six (6) months.

2nd Offense - Dismissal from the service.

**June 30** Deadline for all officials/employees to submit their SALN to the CSC, in accordance with Rule VII, Section 5 of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees. Copies of the SALNs shall also be submitted to the Legal Affairs Group, Department of Finance.

The Revised SALN Form and the Guidelines in filling out the same, as prescribed under CSC Memorandum Circular No. 2, s. 2013 shall be adopted by the PMO.

The RCC shall monitor, determine, and evaluate whether the SALN of PMO officials and employees have been submitted on time, are complete, and in proper form.

This Order shall take effect immediately and all concerned shall be guided accordingly.



**GERARD L. CHAN**

Chief Privatization Officer

