



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE

MEMORANDUM CIRCULAR

No. 01 Series of 2018

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

The submission of Statement of Assets, Liabilities and Networth (SALN) is required under Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act no. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees." It is a declaration under oath of the public official/employee, of his or her spouse, and of his or her unmarried children under 18 years old still living in their parents' household of their assets (real and personal properties), liabilities (loans, mortgages, etc.) business interests and financial connections and identification of relatives in the government service.

In view of the above, this Memorandum Circular is hereby issued to establish a review and compliance procedure in the filing and submission of SALN.

COVERAGE :

All PLLO plantilla-based personnel regardless of employment status.

GUIDELINES:

A. REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF SALN

1. Filing and Submission of SALN on Time
 - 1.1 Within 30 days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - 1.2 On or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year; and
 - 1.3 Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
2. All officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement of their SALNs.

B. DUTIES OF THE REVIEW AND COMPLIANCE COMMITTEE

1. To oversee the proper filing and timely submission of the SALN of PLLO officials and employees, as well as the use of the proper form;
2. To evaluate the submitted SALN forms and determine whether said statements have been properly accomplished;
 - 2.1 SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer, if not properly accomplished, the Committee is required to inform the filer and direct him/her to take the necessary corrective action
 - 2.2 Items not applicable to the filer should be marked N/A (not applicable)
3. To prepare a list of 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, who:
 - 3.1 filed their SALNs with complete data;
 - 3.2 filed their SALNs with incomplete data;
 - 3.3 did not file their SALNs, to the head of office, copy furnished the CSC, on or before May 15 of every year.
4. To render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

C. MINISTERIAL DUTY OF THE HEAD OF OFFICE TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of PLLO 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 a non-extendible period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

D. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Letter C of this circular shall be ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned 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:

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|-------------------------|---|--|
| 1 st offense | - | Suspension for one (1) month and one (1) day to six months |
| 2 nd offense | - | Dismissal from the service |

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E. TRANSMITTAL OF ALL SUBMITTED SALNs TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30 OF EVERY YEAR

The Chief/Head of the Personnel/Administrative Division shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year as specified below:

OFFICIALS/EMPLOYEES	CONCERNED OFFICES
Presidential Adviser on Legislative Affairs and Head, PLLO (Secretary)	Office of the President
Presidential Legislative Assistant (Undersecretary)	Office of the President
Presidential Legislative Liaison Officer III (Assistant Secretary)	Office of the President
Presidential Legislative Liaison Officer II (Director IV)	Office of the President
Head Executive Assistant	Office of the President
All employees occupying salary 24 and below	Civil Service Commission

F. EFFECTIVITY

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


SECRETARY ADELINO B. SITTOY
Presidential Adviser on Legislative Affairs
and Head, PLLO 

March 14, 2018

