

SEC Office Order No. 1063, Series of 2018

**SUBJECT: Policy Guidelines Governing the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections**

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**I. LEGAL BASES:**

1. Section 17, Article XI, 1987 Philippine Constitution;
2. Section 8, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);
3. CSC Memorandum Circular No. 10, s. 2006;
4. CSC Memorandum Circular No. 3, s. 2013 (CSC Resolution No. 1300455);
5. CSC Memorandum Circular No. 3, s. 2015 (CSC Resolution No. 1500088);
6. Rule VIII, *“Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees”* (RULES); and
7. Office of the Ombudsman Memorandum Circular No. 2, s. 2017.

**II. RATIONALE**

The 1987 Constitution of the Republic of the Philippine requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and networth (SALN);

Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolution Nos. 1300455 and 1500088, government agencies shall formulate guidelines particularly the **“Establishment and Conduct of Agency Review and Compliance Procedure of SALN”** and identifies the appropriate office or agency where particular officers and employees should file their SALNs.

Further, CSC Resolution No. 1300455 states that every office/agency shall have a Review and Compliance Committee.

Hence, the following guidelines are hereby adopted by the SEC:

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OFFICE OF COMMISSION SECRETARY  
SEC  
DATE: July 11, 2018  
BY: [Signature]  
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### III. GUIDELINES:

#### A. *Filing and Submission of SALN*

1. All plantilla position employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Division (HRMD), thus:
  - 1.1. Within thirty (30) days after assumption to duty, statements of which must be reckoned as of his/her first day of office/assumption to duty;
  - 1.2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - 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. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable shall be marked N/A (not applicable).

### IV. DUTIES AND RESPONSIBILITIES:

Establishment and Conduct of Agency Review and Compliance Procedure of SALN pursuant to CSC MC No. 10, s. 2006:

#### A. **The SALN Review and Compliance Committee:**

The Committee shall composed of one (1) Chairperson and two (2) members which shall be designated and authorized by the Chairperson to receive the SALN and to evaluate the same has been submitted on time, complete and in proper form and shall perform the following:

1. To review the statements in the SALN to determine whether said statements have been properly accomplished;
2. To determine whether a statement is properly filled using the prescribed form;
3. To inform the reporting individual and direct him/her to take the necessary corrective action thru the HRMD f a statement is not properly filed.

#### B. **The Human Resource Management Division of the Human Resource and Administrative Department (HRMD-HRAD):**

1. To implement the provisions on reviewing and complying with SALN requirements;
2. To determine whether said statements have been properly accomplished (if all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A or not applicable)

4. To ensure the properly accomplished SALN form is submitted on time, are complete, and are in proper form;
5. To inform the reporting individual and direct him/her to take the necessary corrective action if the statement is not properly filled-up and or filed;
6. To cascade to all employees the Agency Review and Compliance Procedure of SALN used by the SEC's SALN Review and Compliance Committee;
7. To submit a list of employees in coordination with the Committee alphabetical order, who: a) filed their SALNs with complete data; b) filed their SALNs but with incomplete data; and c) did not file their SALNs, to the head of office, copy furnished the CSC, on or before May 15 of every year;
8. To ensure that officials and employees submitted their SALN to the HRMD on or before April 30 of every year and to transmit all original copies of the SALNs received on or before June 30 of every year to the SALN repository agencies; and
9. To ensure safekeeping of SALN of filers.

**C. Ministerial Duty of the SEC Chairperson to issue Compliance Order**

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Chairperson to issue an order requiring those who have incomplete date 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 (Section 3, CSC MC No. 3, s. 2013)

**V. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER** (Section 4, CSC MC No. 3, s. 2013):

1. 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 Item IV (C) shall be ground for disciplinary action.
2. The Chairperson shall issue 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 administrative proceedings pursuant to the Revised Rules of Administrative Cases in the Civil Service. The offense of failure to file SALN is punishable with the following penalties:

- |                |   |   |
|----------------|---|---|
| First Offense  | - | Suspension of one (1) month and one (1) day to six (6) months |
| Second Offense | - | Dismissal from the service                                    |

**V. EFFECTIVITY:**

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

*Antonieta Ibe*

**COMMISSIONER ANTONIETA F. IBE**  
Officer-In-Charge

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### DESIGNATION OF OFFICER-IN-CHARGE

Commissioner Antonieta F. Ibe is hereby designated as Officer-in-Charge of the Commission on 24 September to 28 September 2018 for the duration of Chairperson Emilio B. Aquino's participation in the 25<sup>th</sup> Egmont Group Plenary Meeting at Sydney, Australia upon the invitation of the Egmont Group of Financial Intelligence Units.

As Officer-in-Charge, Commissioner Ibe is authorized to sign all documents and papers and perform all other acts and deeds as may be necessary in the day-to-day operations of the Commission.

Issued on 17 September 2018, Pasay City.

  
EMILIO B. AQUINO  
Chairperson

