



PNOC REVIEW AND COMPLIANCE PROCEDURE IN FILLING THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

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- Within thirty (30) days after assumption of office, statement of which must be reckoned as of the first day of service;
- On or before April 30 of every year thereafter, statement of which



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RATIONALE:

In accordance with the provisions of RA 6713 section 8, known as the “Code of Conduct and Ethical Standards of Public Officials and Employees”, all public officials and employees are required to file under oath the Statement of Assets, Liabilities and Net Worth (SALN).

I. OBJECTIVES

- To enjoin all PNOC officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;
- To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant’s spouse and unmarried children below eighteen (18) years of age living in declarant’s household are also disclosed.

II. SCOPE

- All PNOC officials and employees
- Employees holding career positions under temporary status
- Members of PNOC Board
- Those serving in honorary capacity, laborers, casual or temporary workers are exempted from filing the SALN

III. PROCEDURE

1. The employee must accomplish the prescribed SALN form . He/she must



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8. The Chief of the Personnel Services Division shall transmit all original copies of the SALNs on or before June 30 of every year to the concerned offices as follows:

Office of the President	Heads of Government Owned and Controlled Corporations with original charters and their subsidiaries
Civil Service Commission	All other Officials and Employees of Government Owned and Controlled Corporations and their Subsidiaries

V. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A "SHOW CAUSE ORDER"

Under Section 4 of the Civil Service Commission Resolution No. 1300174 dated January 24, 2013 amending the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions, sanction on 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 Section 3 hereof shall be a 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 Revised Rules on Administrative Cases in the Civil Service (RACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D)(8) Rule X thereof, 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*

"Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN



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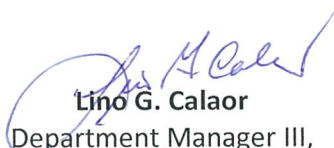
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with penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

“Heads of agencies/offices who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension for one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.”

VI. RECOMMENDING APPROVAL

SALN COMMITTEE


Lino G. Calaor

Department Manager III,
Administrative Services Dept.
Chairman, SALN Committee

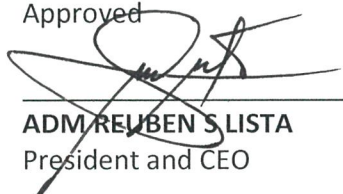

Evangeline B. Albaytar
Department Manager III,
Accounting Department
Member

Separated from the service
Department Manager III
Legal Department
Member

Endorsed by:


Graciela M. Barleta
SVP Legal, Administrative and
Estate Management Services

Approved


ADM REUBEN S. LISTA
President and CEO