

MEMORANDUM

TO : ALL MWSS RO TALENTS

FROM : *Patrick Lester N. Ty*
PATRICK LESTER N. TY
Chief Regulator ^{WR}

SUBJECT : SUBMISSION OF STATEMENT OF ASSETS AND
LIABILITIES AND NETWORTH (SALN) FORM

DATE : June 9, 2020

MWSS Regulatory Office
OFFICE OF THE CHIEF REGULATOR

RECEIVED

By: *Prochy*
Date: JUN 09 2020
Time: 11:29 AM

In connection with the filing and submission of the SALN form for 2019, we have attached a copy of the same as prescribed under Civil Service Commission Memorandum Circular (CSC MC) No. 04, s. 2016 for you to accomplish and to submit to the Administration Department-HR on or before **June 30, 2020**. Those who are on Work From Home Arrangement should also submit hard/signed copies of their SALNs to the Administration Department-HR on said deadline.

The SALN form and the "Guidelines on the Review and Compliance Procedures in the Filing and Submission of Statement of Assets and Liabilities and Net worth (SALN) and Disclosure of Business Interest and Financial Connection" dated September 27, 2019 are also attached in this MEMORANDUM.

Failure to submit/correct SALN in accordance with the procedures and within the given period shall be a ground for disciplinary action. The Chief Regulator shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Rules of Administrative Cases in the Civil Service.

Non-filing of the SALN shall be considered as an offense to be meted out with the following sanctions:

- 1st offense- Suspension for one (1) month and (1) day to six (6) months
- 2nd offense- Dismissal from the service

Likewise, pursuant to the previous issuances of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Information and Reporting Systems, officials and employees who fail to submit their 2019 SALN pursuant to the prescribed guidelines shall not be entitled to FY 2020 Performance-Based Bonus.

For strict compliance.



MEMORANDUM

TO : ALL MWSS RO TALENTS (REGULAR/PLANTILLA-BASED)

FROM : PATRICK LESTER N. TY
Chief Regulator

**SUBJECT : GUIDELINES IN THE REVIEW AND COMPLIANCE
PROCEDURES IN THE FILING AND SUBMISSION OF
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
(SALN) AND DISCLOSURE OF BUSINESS INTEREST AND
FINANCIAL CONNECTION**

DATE : SEPTEMBER 27, 2019

LEGAL BASIS

- 1) 1987 Philippine Constitution;
- 2) Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees";
- 3) CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections"; and
- 4) CSC Resolution Number 13000455 dated March 4, 2013 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)

GUIDELINES:

- 1) All Plantilla-Based Personnel (Plantilla Personnel) shall file their SALN and Disclosure of Business Interest and Financial Connections to the Administration Department-HR, to wit:
 - a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - b) On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;



- c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
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- 2) MWSS RO talents must fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).
 - 3) There shall be a Review and Compliance Committee to receive, through the ALA-HR and to evaluate if the same has been submitted on time, complete and in proper form.
 - 4) Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the Chief Regulator and copy furnished the Civil Service Commission on or before May 15 of every year:
 - a. Those who filed their SALNs with complete data;
 - b. Those who Filed their SALNs but with incomplete data, and
 - c. Those who did not file their SALNs.
 - 5) Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Chief Regulator to issue and order those who have incomplete data in their SALN to complete/supply the desired information and those who did not file/submit their SALNs to comply within an non-extendable period of three (3) days from receipt of said order.
 - 6) Assets and/ or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.
 - 7) Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the compliance order shall be a ground for disciplinary action. The Chief Regulator shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 revised rules of administrative cases in the civil service.

8) Failure to file SALN shall be considered as an offense with the following sanction:

1st offense - Suspension for one (1) month and one (1) day to six (6) months

2nd offense - Dismissal from the service

9) The ALA-HR shall transmit original copies of the SALNs received to the concerned offices on or before June 30 of every year.

For strict compliance.


PATRICK LESTER N. TY
Chief Regulator

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of 31 December 2019
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.
☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:

ADDRESS:

SPOUSE:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

ASSETS, LIABILITIES AND NETWORTH
(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

(Signature of Co-Declarant/Spouse)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____day of _____, affiant exhibiting to me the above-stated government issued identification card.

ATTY. CLAUDINE B. OROCIO-ISORENA
Deputy Administrator for Administration and Legal Affairs
(Person Administering Oath)



MC No. 09, s. 2020

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS, GOVERNMENT OWNED OR CONTROLLED CORPORATIONS; AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

Pursuant to **CSC Resolution No. 2000523** dated **April 3, 2020**, the Commission resolves to adopt the following guidelines in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2020:

1. All public officials and employees are given additional period of sixty (60) days from April 30, 2020, the last day of filing of the Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2019 pursuant to Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards of Public Officials and Employees), or until June 30, 2020, to file their SALN Forms with their respective agencies, unless the circumstances require otherwise.
2. Those filing their SALN Forms between the period after April 30, 2020 and June 30, 2020 shall not be subjected to any administrative case relating to the non-filing of the SALN Form. However, those not filing their SALN Forms shall still be liable if they fail to file the same by June 30, 2020.
3. The last day of submission of the SALN Forms by all departments, agencies and offices to the appropriate repository agencies is extended from June 30, 2020 to August 31, 2020.
4. The foregoing parameters shall be subject to changes in case of any further issuances by the appropriate authorities, department and/or task force pertaining to the national emergency brought by COVID-19.

Bawat Kawani, Lingkod Bayani

5. The proper form to be used by all public officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

For your guidance.


ALICIA dela ROSA-BALA
Chairperson

03 April 2020