



PCW CIRCULAR

Document Code: REC-T-001

Effectivity Date: May 16, 2018

Revision No.: 00

Page 1 of 3

PCW Circular No. 2018-142
Series of 2018

SUBJECT : POLICIES AND PROCEDURES IN THE FILING OF THE STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

DATE : 24 September 2018

Pursuant to CSC Resolution No. 060231 dated 6 February 2006, amending and clarifying Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance in the submission of the SALN, and CSC MC. No. 03, s. 2015, the Philippine Commission on Women (PCW) hereby adopts the following policies and procedures in filing the SALN.

Further, this is one of the cross-cutting requirements set by the AO 25 Inter-Agency Task Force under Memorandum Circular No. 2018-1 prescribing the guidelines on the grant of the 2018 Performance-Based Bonus, specifically under the following provisions:

- Item 6.5 (a) Establishment and Conduct of Agency Review and Compliance Procedures of SALN;
- Items 7.11 and 7.14 on the eligibility of individual employees who did or did not file their SALN; and
- Item 11.3 on the possibility of the disqualification of the agency in the succeeding cycle of the PBB in case of non-compliance in the CSC guidelines and these policies and procedures as posted in the PCW Transparency Seal.

Section 1. Filing and Submission

All PCW employees holding permanent, temporary, co-terminus, and/or contractual appointment, whether in the first, second or third level shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections, in the proper form, as follows:

PARTICULAR	RECKONING/DATE	WHERE TO SUBMIT
Regular/Existing Employees	Every 30 th day of March for each year with SALN date reckoned as of December 31 of the preceding year	Human Resource Management and Development Section (HRMDS), AFD
New Employee	Within one (1) month after assumption date to duty with SALN date reckoned on the actual date of assumption to duty	Human Resource Management and Development Section (HRMDS), AFD
Resigning Employee	Within one (1) month after resignation or separation from service with SALN date reckoned on the actual date of separation, resignation or retirement	Human Resource Management and Development Section (HRMDS), AFD

The only CONTROLLED copy of this document is the online version maintained in the Fileserver. The user must ensure that this or any other copy of a controlled document is current and complete prior to use. The MASTER copy of this document is with the Records Section. This document is UNCONTROLLED when downloaded and printed.



Section 2. Accomplishing the Form

Employees are strictly required to fill in all the applicable information and to make a true and detailed statement of their SALN following the guidelines the set forth in CSC Resolution No. 1300173 promulgated on 24 June 2013 (copy herein attached).

Filling of the form may be handwritten, computerized or typewritten provided that the signature of the declarant is original. The declarant is required to write legibly if s/he chooses to fill up the form by handwriting.

A SALN form is deemed properly accomplished when all the applicable information or details required therein are provided by the filer/employee. Items not applicable should be marked "NA" (not applicable).

Section 3. Review of SALN

Upon receipt of the SALN forms, the HRMDS shall convene the Review and Compliance Committee to evaluate the SALNs to determine if the same have been submitted on time and all fields are filled in with the correct information.

The committee shall prepare and submit to the Executive Director the list of employees who filed the SALNs with complete data, those who filed but with incomplete data, and those who did not file on the dates required.

The committee shall also prepare a compliance order, when necessary, and likewise issue a show-cause order to those who failed to submit within three (3) days after the issuance of the compliance order. Hence, HRMDS should ensure that the concerned employee receives the compliance order immediately upon issuance.

The Chairperson of the Committee is hereby authorized to sign the reviewed SALNs and shall be responsible of submitting the same to the Civil Service Commission on or before June 30 of each year.

Section 4. Sanction

Failure of an official or employee to submit his/her SALN and failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relatives in the government in his/her SALN shall constitute a violation of Section 8 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and /Employees, and shall be punishable by a 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.

Failure on the part of the Head of the Agency to comply to the review and compliance procedures in the filing and submission of the SALN form shall be liable for Simple Neglect of Duty, which shall be punishable by 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.



Section 5. Repealing Clause and Effectivity

All previous issuances pertaining to the filing and submission of the SALN are hereby repealed by this circular.

These policies and guidelines shall be prospective in application and shall take effect once signed, circulated, and posted in the DTS.

For strict compliance.


EMMELINE L. VERZOSA
Executive Director

 