



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

I. POLICY STATEMENT

To ensure that the Statement of Assets, Liabilities and Networth (SALN) Forms of SBMA Officials and employees are accomplished, reviewed and submitted on the or before April 30 of each year.

II. POLICY OBJECTIVE

To enjoin all public officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and networth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service.

III. POLICY COVERAGE

Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires "Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households".

IV. GUIDELINES AND PROCEDURES

Section 1. All public officials and employees shall file under oath their SALN Forms and Disclosure of Business Interest and Financial Connections with the Human Resource Management Department (HRMD), 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; and
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

Section 2. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALN Forms.

To give ample time for review, all public officials and employees shall submit their respective SALN Forms to the HRMD on or before February 28 of every year.

Section 3. Persons authorized to review and evaluate the submitted SALN Forms

The HRMD shall initially review the SALN Forms to determine whether the same have been properly accomplished and submitted on time.

Section 4. Duties of the Review and Compliance Committee

The Review and Compliance Committee headed by the Deputy Administrator for Administration, and the Manager of the Internal Audit Service and the Manager of the HRMD as members, shall review the submitted SALN Forms. Thereafter, the HRMD shall prepare and submit a list, in alphabetical order, of those who (i) filed their SALN Forms with complete data; (ii) filed their SALN Forms with incomplete data; (iii) who did not file their SALN Forms to the Head of Agency, copy furnished the Civil Service Commission on or before May 15 of every year.

Section 5. Ministerial Duty of the Head of Agency to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Agency to issue an order requiring those who have incomplete information in their SALN Forms to correct/supply the desired information and those who did not file/submit their SALN Forms to comply within a non-extendible period of three (3) days from receipt of said order.

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

Section 6. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to file SALN Form and disclosure of business interest and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household within the given period shall be a ground for disciplinary action. The Head of Agency shall issue a show-cause order directing the concerned employee 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 Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN Forms shall be:

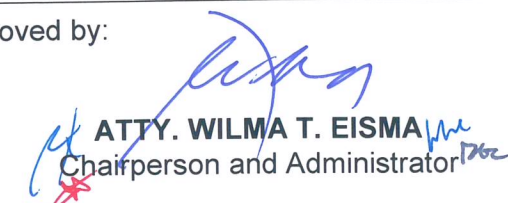
- 1st Offense - Suspension for one (1) month and one (1) day to six (6) months
- 2nd Offense - Dismissal from the service

Section 7. Transmittal of all submitted SALN Forms to the concerned agencies on or before April 30 of every year.

The HRMD shall transmit all original copies of the SALNs received to the Office of the President and Office of the Ombudsman on or before April 30 of every year.

V. EFFECTIVITY

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

<p>Approved by:</p>  <p>ATTY. WILMA T. EISMA Chairperson and Administrator</p>	<p><u>September 27, 2018</u> Date Signed</p>
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