



Republika ng Pilipinas
Kagawaran ng Katarungan
Tanggapan ng Manananggol Pambayan
(PUBLIC ATTORNEY'S OFFICE)
DOJ Agencies Bldg., NIA Road Cor. East Ave.
1104 Diliman, Quezon City
Tel. Nos. 927-68-06 / 928-91-37

TO : **ALL REGULAR EMPLOYEES OF THE PUBLIC ATTORNEY'S OFFICE**

RE : Agency Review and Compliance Procedure of Statements and Financial Disclosures

DATE : September 25, 2018

This is to prescribe the procedures for the submission, review, and compliance of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of all the regular employees of the Public Attorney's Office (PAO) in compliance with Rule VII of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" and Civil Service Commission (CSC) Memorandum Circular No. 10, s. of 2006, Memorandum Circulars No. 2 and 3, s. of 2013, and

All regular employees are required to observe the following timeline in filing their respective SALN forms to the Human Resource Division (HRD) of the Administrative Service:

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
- b. On or before March 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year, so as to provide ample time for the PAO-Review and Compliance Committee to examine the same; 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.

Likewise, all regular employees are enjoined to completely and properly fill-out all the applicable information or details in their respective SALN forms. Those which are not applicable should be marked "N/A" (Not Applicable).

Upon receiving the SALN forms, the HRD shall forward the same to the PAO-Review and Compliance Committee for evaluation and to determine whether the said statements have been properly accomplished. In the event that there are incomplete or improperly filled-out SALN forms, the revisions/corrections shall be noted and the same shall be returned to the concerned employee. It is the responsibility of the said employee to immediately return the revised/corrected and complete SALN forms.

The Chairperson of the PAO-Review and Compliance Committee or his/her authorized representative shall submit to the Head of the Agency, copy furnished the CSC, on or before May 15 of every year, a list of employees in alphabetical order, who:

- a. filed their SALN forms with incomplete data;
- b. filed their SALN forms but with incomplete data; and
- c. did not file their SALN forms.

Within five (5) days from the receipt of the aforementioned list, it shall be the ministerial duty of the Head of the Agency or his/her authorized representative to issue an order requiring those who have incomplete data in their SALN forms to correct/supply the desired information and those who did not file/submit to comply within a non-extendible period of thirty (30) days from receipt of said order.

The 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 the immediately preceding paragraph shall be a ground for disciplinary action. The Head of the Agency or his/her authorized



representative 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 (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46(D)(8) of 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 aforementioned thirty (30) day period or who submit their SALN forms 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 with a 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 of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from service for the second offense.

This Review and Compliance Procedure of Financial Statements and Disclosures shall take effect immediately and all concerned shall be guided accordingly.


DR. PERSIDA V. RUEDA-ACOSTA, DSD
Chief Public Attorney