

30 July 2020

OFFICE ORDER NO. 32
Series of 2020

**SUBJECT: RECONSTITUTION OF REVIEW AND COMPLIANCE
COMMITTEE**

Pursuant to Civil Service Commission (CSC) Resolution Nos. 1100902 and 1300173 promulgated on July 8, 2011 and January 24, 2013 respectively and Memorandum Circular (MC) No. 19 s. 2011 issue on August 17, 2011, as amended by CSC Resolution No. 1500088 date January 23, 2015 and MC No. 03 s. 2015 issued on February 17, 2015, which prescribed the Use of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2012 and onwards, and the Guidelines to implement the review and compliance procedure for the review of the SALNs, the Review and Compliance Committee for SALN is hereby reconstituted to ensure compliance of aforementioned issuances:

Chairperson : **Atty. Rhoel Z. Mabazza**
Assistant General Manager,
Corporate Support Group

Vice-Chairperson : **Atty. Cheryl P. Ann**
Attorney V, Legal Department

Members : **Jonathan C. Eugenio**
Corporate Executive Officer II,
Special Projects Group

Velayda M. Buenaventura
Corporate Executive Officer II,
Asset Management Group

Melanie M. Aguelo
Human Resource Management Officer III,
Finance and Administrative Department

Secretariat : **Rowena R. Roseos**
Administrative Services Officer III – BAC Secretariat
Finance and Administrative Department

The Committee shall have the following authority and responsibilities:

1. Issue internal guidelines on the submission of SALN for the previous year to the Committee through the Human Resources Unit on or before April 30 of the current year;
2. Evaluate submitted SALN to determine whether these are submitted on time, accomplished completely and proper in form in accordance with CSR Resolution Nos. 1300173 and 1500088;
3. Submit to the general Manager on or before August 18 of the current year, a list of employees (in alphabetical order) and categorized as follows:
 - a. Those who filed their SALNs with
 - b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs.
4. Issue an Order requiring those who have incomplete data in the SALNs to correct/provide the relevant information and those who did not file/submit their SALNs to comply with a non-extendible period of 30 days from receipt of said order; and
5. Ensure that the evaluated and sworn SALN forms are submitted to the CSC on or before August 31 of the current year.

The Chairperson and the Vice-Chairperson are hereby authorized to administer oath in relation to the SALN of the employees.

The Secretariat shall provide administrative and technical support to the RCC.

All the members of the RCC shall give utmost priority to RCC activities, as necessary.

This Order shall take effect immediately.


MA. LOURDES F. REBUENO
General Manager



National Development Company



• INTER-OFFICE MEMORANDUM •

FOR : ALL OFFICERS AND EMPLOYEES

FROM : MA. LOURDES F. REBUENO *mfelrueno*
General Manager

DATE : July 30, 2020

SUBJECT : GUIDELINES AND PROCEDURE ON STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) COMPLIANCE AND
REVIEW

Attached is the approved Guidelines and Procedure on Statement of Assets, Liabilities and Net Worth (SALN) Compliance and Review.

For strict compliance.

GUIDELINES AND PROCEDURE ON STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) COMPLIANCE AND REVIEW

LEGAL BASIS:

Article XI, Section 17 of the 1987 Philippine Constitution provides that a public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities and net worth.

Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and Civil Service Commission Resolution (CSC) No. 1300455 require the establishment of an agency review and compliance procedure for the submission of Statement of Assets Liabilities and Net worth (SALN).

In view of the foregoing, the National Development Company (NDC) hereby adopts the following guidelines to institutionalize a review and compliance procedure for the submission of SALN.

I. OBJECTIVE

To provide guidelines in the review and submission of SALN of NDC officials and employees pursuant to existing laws and pertinent CSC issuances.

II. COVERAGE

These guidelines shall cover all plantilla-based personnel regardless of employment status.

III. GUIDELINES

Section 1. Filing and Submission of SALN

- a. All Plantilla-based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Unit of NDC, to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
 - iii. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
- b. Employees are strictly required to 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)

Section 2. Persons authorized to review and evaluate the submitted SALN

There shall be a designated Review and Compliance Committee for SALN tasked to receive, through the Human Resources Unit, and to evaluate if the same has been submitted on time, complete and in proper form, and to render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

Section 3. Duties of the Review and Compliance Committee

The Committee shall have the following authorities and responsibilities:

- a. Evaluate submitted SALN to determine whether these are submitted on time, accomplished completely and proper in form in accordance with CSC Resolution Nos. 1300173 and 1500088;
- b. Administer oath with regard to the SALN of NDC employees;
- c. Submit to the General Manager on or before May 15 of the current year, a list of employees (in alphabetical order) and categorized as follows:
 - i. Those who filed their SALNs with complete data;
 - ii. Those who filed their SALNs but with incomplete data; and
 - iii. Those who did not file their SALNs.
- d. Ensure that the evaluated and sworn SALN forms are submitted to the CSC on or before June 30 of the current year; and
- e. Ensure that the copy of the Review and Compliance Procedure is posted to the Transparency Seal at the NDC website not later than the deadline set by the proper authorities or agencies.

Section 4. Ministerial Duty of the General Manager to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the General Manager to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendable period of five (5) 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 for that year, as the same came to his/her knowledge only after he/she has submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. Sanction for Failure to Comply

Failure to submit the corrected SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The General Manager may issue a show-cause order directing the concerned employees 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 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file the SALN shall be:

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

Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30

The Human Resources Unit shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

Section 7. Accessibility of SALNs

Accomplished SALNs shall be made available to the public subject to existing laws and pertinent issuances.

IV. REPEALING CLAUSE

All previous issuances inconsistent with this Office Order are deemed repealed or modified accordingly.

V. SEPARABILITY CLAUSE

In case any provision of this Office Order is held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

VI. EFFECTIVITY

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


MA. LOURDES F. REBUENO
General Manager