



Republic of the Philippines
Department of the Interior and Local Government
LOCAL GOVERNMENT ACADEMY

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OFFICE CIRCULAR
NO.: 2018-003

December 21, 2018

SUBJECT : GUIDELINES IN 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

I. PURPOSE

Republic Act 6713 otherwise known as the "Code of Conduct and Ethical Standards requires public officials and employees to accomplish and file under oath their Statement of Assets, Liabilities and Networth (SALN) and disclosure of business interests and financial connections, including those of their spouses and unmarried children under eighteen (18) years of age living in their households. As such, the following guidelines are hereby established to ensure that the Local Government Academy is compliant with the requirement of filling the SALN.

II. COVERAGE

This Circular shall cover all personnel under plantilla position.

III. DEFINITION OF TERMS

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| Acquisition Cost | - | Amount of money paid to acquire or own something. This also refers to the amount of expenses incurred for improvements introduced on a real property. For purposes of computing the declarant's net worth, the acquisition cost shall be made the basis thereof. |
| Assessed Value | - | For purposes of declaration in the SALN, this refers to the amount indicated in the tax declaration of the real properties involved. |
| Asset | - | Refers to declarant's real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. |
| Business Interest | - | Refer to a declarant's existing interest in any business enterprise or entity, aside from his/her income from the government. This also includes those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. |
| Consanguinity | - | Refers to the relationship by blood from the same stock or common ancestor |
| Creditor | - | person, group of persons or Company to whom one is indebted or to whom payment is due, e.g. GSIS for loans, PhilAm for insurance, rent |
| Current Fair Market Value | - | means the actual value, that is, the fair value of the property between one who wants to purchase and one who wants to sell it. |

First degree of affinity	- Includes the declarant's father-in-law and mother-in-law.
First degree of consanguinity	- Includes the declarant's father, mother, son/s, and daughter/s.
Fourth degree of consanguinity	- Relatives in the fourth degree of consanguinity include the declarant's first cousins.
Improvements	- Refer to all works that are constructed or introduced to the land, or repairs or improvements made to the land or building after its initial acquisition. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached.
Mode of Acquisition	- manner by which the property is acquired, e.g. inheritance, donation, purchase, etc.
Nature of business interest and/or financial connection	- Refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like.
Personal Properties	- properties for personal use such as cash in banks, cash on hand, jewelry, appliances, furniture and fixtures, books, cards, stocks, bonds, and the like.
Real Properties	- refer to lands (residential, commercial, agricultural, etc.), houses and buildings (apartments, townhouse, etc.) together with improvements.
Relatives in the Government	- Refer to the declarant's relatives up to the 4th civil degree of relationship, either by consanguinity or affinity, including bilas, inso, and balae.
Second degree of Affinity	Includes the declarant's brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, granddaughter-in-law and grandson-in-law.
Second degree of consanguinity	- Includes the declarant's brother, sister, grandmother, grandfather, grandson and granddaughter
Third degree of affinity	- Includes declarant's nephew-in-law, niece-in-law, uncle-in-law, auntie-in-law.
Third degree of consanguinity	- Includes the declarant's nephew, niece, uncle and aunt.

IV. GUIDELINES

A. Filing and Submission of SALN

1. All personnel holding plantilla position shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with Human Resource Management Unit (HRMU), to wit:
 - 1.1. Within thirty (30) days after assumption of office, statements of which must be reckoned from his/her first day of office;

- 1.2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- 1.3. Within thirty (30) days after separation from service, statements of which must be reckoned as of his/her last day of office;
2. Personnel are strictly required to fill in all applicable information form and/or make a true and detailed statement in their SALNs. Items not applicable should be marked "N/A" (not applicable). In case of joint filing, the declarant;
3. In case of joint filing, the declarant and his/her spouse shall sign in the spaces provided for just below the certification.

B. Persons Authorized to Review and Evaluate the Submitted SALN

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

C. Duties and Responsibilities of the Review and Compliance Committee

1. Evaluate SALN Forms to determine whether said statements have been properly accomplished;
2. Prepare Summary List of Filers and issue a Certification that all SALN Forms to be submitted are reviewed and found compliant with the guidelines in the filling out and submission of the said forms; and
3. Submit SALN Forms to the Civil Service Commission on or before April 30 of every year.

D. Ministerial Duty of the Executive Director to Issue Compliance Order

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Executive Director 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-extendible period of three (3) days from receipt of the 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 filled, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

E. Sanctions for Failure to Comply/Issuance of a Show/Cause Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive hereof shall be a ground for disciplinary action. The Executive Director 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 administrative proceedings pursuant to the 2017 Revised Rules of Administrative Case in the Civil Service.

The offense for failure to file SALN shall be:

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

V. CONFIDENTIALITY OF RECORDS

Access to or reproduction of the duly submitted SALN shall be subject to the following:

1. That any person requesting, other than the filer/declarant, for a copy of the SALN shall submit a duly approved request specifying the purpose of the same;
2. That the request of copy of SALN shall be subject to the pertinent CSC rules on the matter or laws which regulate the flow of information most especially the Data Privacy Act of 2012;
3. That the request has been approved by the Data Privacy Officer of the LGA;
4. That the SALNs shall be available for copying within ten (10) days after it has been filed in CSC or proper government agencies.

VI. REPEALING CLAUSE

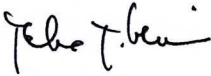
All previous issuances inconsistent with this Office Circular are deemed repealed or modified accordingly.

VII. SEPARABILITY CLAUSE

In case any provision of this Circular is rendered invalid, illegal or unenforceable, ineffective or inconsistent with subsequent issuance/s, the remaining provisions shall remain in force and in effect.

VIII. EFFECTIVITY

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


THELMA T. VECINA, CESO IV
Executive Director *for & on behalf of*

