



Republic of the Philippines
Province of Tarlac
MUNICIPALITY OF SANTA IGNACIA
E-mail Address: lgu.sta.ignacia@gmail.com
Office Tel. No. (045) 606-3203 / 606-3190
Fax No. (045) 606-3203 loc 122

OFFICE OF THE MUNICIPAL MAYOR

From the desk of:

Hon. Nora T. Modomo
Municipal Mayor

MEMORANDUM ORDER

TO : LGU Officials and Employees
Barangay Chairpersons and Council Members, Treasurers and Secretaries,
this Municipality

SUBJECT: The Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections

DATE : July 1, 2019

OBJECTIVE:

The 1987 Constitution of the Republic of the Philippines requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN). Furthermore, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the declarant "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;" Thus, addressing the need for transparency in governance to assure that public interest is being upheld, the review and compliance procedure in the filing and submission of SALN is hereby created through this Memorandum Circular.

COVERAGE:

This Circular shall cover All Plantilla-Based Personnel regardless of status, Elected Local Officials (Municipal and Barangay) and Treasurers and Secretaries of Barangays, this Municipality.

GUIDELINES:

Section 1. Filing and Submission of SALN

a. All Plantilla-Based Personnel, Elected Local Officials (Municipal and Barangay Levels) and Treasurers and Secretaries of Barangays, this Municipality, shall file under oath their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource Management Office (HRMO) 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. Authorized Personnel to review and evaluate the submitted SALN

The Review and Compliance Committee shall receive, through the Human Resource Management Office 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 the filing thereof.

The composition of the Committee shall be as follows and shall remain in effect until revoked or superseded by a subsequent issuance, to wit;

HON. NORA T. MODOMO – Chairperson
Leilani E. Datuin, Supervising Admin. Officer – Member
Jecel M. Valera, Admin. Officer IV – Member
May Danica P. Agustin, Admin. Aide I- Support Staff

Section 3. The Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of the agency and shall furnish a copy to the Civil Service Commission on or before May 15 of every year.

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

Section 4. Ministerial Duty of the Local Chief Executive to issue Compliance Order

Immediately upon receipt of the list and recommendation, it shall be the ministerial duty of the Local Chief Executive 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 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 for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. Sanction 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 and Section 4 hereof shall be a ground for disciplinary action. The Local Chief Executive shall issue a show-cause order directing the concerned official or 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 on Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

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

Section 6. Transmittal of all submitted SALNs

The Office of the HRMO shall transmit all original copies of the SALNs received to the Office of the Ombudsman on or before June 30 of every year.

SEPARABILITY CLAUSE

Unless repealed or superseded, any part or provision in this Memorandum Order which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

EFFECTIVITY

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


HON NORA T. MODOMO
Municipal Mayor