



14 August 2018

OFFICE ORDER
NO. 2018 – 183

SUBJECT: REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (SALN)

LEGAL BASIS:

1. Rule VII - RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

I. Filing of SALN

All Climate Change Commission – Climate Change Office (CCC-CCO) Officials and Employees shall file their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALNs):

- a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said official or employee;
- 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 the last day of office of said official or employee.

II. Duties of the Chief Administrative Officer/ Administrative Officer, Human Resource Management Section (HRMS)

Upon the receipt of the SALN forms, the responsible officer in the Human Resource Management Section (HRMS) shall evaluate the same to determine whether the official or employee has properly accomplished said form. A SALN form is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked “N/A” (not applicable)

III. Timeline for Annual Filing of SALN

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| April 30 | Deadline for filing and submission of SALN of Officials (Secretary, Undersecretary, Assistant Secretary) to the Office of the President. |
| April 20 | Deadline for filing and submission of SALN of employees (Directors and below) to the HRMS. |
| April 21-25 | Review and Evaluation by the HRMS of individual SALNs filed as to timeliness, completeness and propriety of form |
| April 26 | Submission of List of Employees (Compliance/Non-Compliance/ Incomplete SALN) (the "List") by the HRMS to the Review and Compliance Committee (RCC). |

The Deputy Executive Director shall issue a Compliance Order, upon recommendation of the RCC, within five (5) days from notification of such recommendation and receipt of the List. The Compliance Order shall require (i) those who failed to submit their SALN and (ii) those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate. The officials or employees, to whom the order is directed/addressed, shall be given a non-extendable period of thirty (30) days from receipt of the order within which to comply.

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| June 30 | Deadline for officials/employees holding the positions of Director and below to submit their SALN to the CSC, in accordance with Rule VII, Section 5 of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees. Copies of the SALNs shall also be submitted to the Revenue Integrity Protection Service (RIPS). |
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Officials and employees who fail to comply within the 30-day period required under CSC Memorandum Circular No. 3, s. 2013, or who submit their SALN beyond the said period, shall be considered as not having filed their SALN and shall be made liable for the offense of Failure to File SALN, which is punishable under Rule X, Section 46(D)(8) of the RRACS. The RCC shall determine whether or not the employee shall be held administratively liable and make the corresponding recommendation to the Head of the Agency.

Failure to file SALN is punishable by the following penalties:

1st Offense - Suspension of one (1) month and one (1) day to six (6) months

2nd Offense - Dismissal from the service

The Revised SALN Form and the Guidelines in filling out the same, as prescribed under CSC Memorandum Circular No. 2, s. 2013 shall be adopted by the CCC.

The RCC shall monitor, determine, and evaluate whether the SALN of CCC Officials and employees have been submitted on time, are complete, and in proper form.

This Order shall take effect immediately.



EMMANUEL M. DE GUZMAN †
Secretary and Executive Director
Climate Change Office