

Department of Migrant Workers

Ortigas Avenue corner Epifanio de los Santos Avenue
City of Mandaluyong, 1550 National Capital Region

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DEPARTMENT OF MIGRANT WORKERS (DMW) - REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND FINANCIAL DISCLOSURE

I. RATIONALE

In the spirit of transparency and pursuant to Section 10 of the Code Conduct and Ethical Standards for Public Officials and Employees (RA 6713), CSC Memorandum Circular No. 3, s. 2015, CSC Resolution Nos. 1300455 dated March 4, 2013, and 1500088 dated January 23, 2015, and Memorandum Circular No. 2, dated August 2, 2017 of the Office of the Ombudsman, the Department of Migrant Workers (DMW) – *formerly Philippine Overseas Employment Administration (POEA)* hereby implements the following procedure relative to the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of all officials and employees.

II. OBJECTIVES

1. To enjoin all officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interest and financial connections; and,
2. To ensure that assets, liabilities, net worth and financial connections and business interest of the declarant's spouse and household are also disclosed.

III. COVERAGE

This procedure shall cover all positions under permanent, temporary and co-terminus status, including the agency officials.

IV. GUIDELINES

Section 1. Filing and Submission of SALN on Time and to the Proper Offices

All officials and employees permanent, temporary and coterminous status, shall file under oath their SALNs and Disclosure of Business Interest

and Financial Connections with the Human Resource Development Division (HRDD) to wit:

- 1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service.
- 2) Officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statements in their SALNs in the prescribed form.
- 3) The Deputy Administrator for Management Services, Employment and Welfare and Adjudication and Licensing shall administer oath of their respective employees under their supervision.

Section 2. Composition of the Review and Compliance Committee (RCC)

The Review and Compliance (RCC) and the HRD Division shall receive the evaluate SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, on or before March 30 of every year to the Civil Service Commission (CSC).

Section 3. Duties of the Review and Compliance Committee (RCC) and the HRD Division

- a) The Review and Compliance Committee (RCC) and the HRD Division shall receive and evaluate the SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, on or before March 30 of every year to the Civil Service Commission (CSC), as specified under CSC Resolution No. 1500088, promulgated on January 23, 2015.
- b) The HR Section shall submit in alphabetical order, the following:
 - 1) Those who filed their SALNs with incomplete data;
 - 2) Those who filed their SALNs but with incomplete data; and
 - 3) Those who did not file their SALNs.

Section 4. Ministerial Duty of the Chairperson of the Review and Compliance Committee (RCC).

It shall be the ministerial duty of the Review and Compliance Committee (RCC), through the HRD Division, to remind and issue an order for those who have incomplete data in their SALN to correct/supply the desired information and those who did not file their SALNs to immediately comply or within the non-extended period of 3 days from receipt of the order.

Section 5. Sanctions for Failure to Comply/Issuance of a Show-Cause Order

- a) 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 Section 4 hereof shall be a ground for disciplinary action.
- b) The Head of Office 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 warrant, proceedings pursuant to the Uniform Rules on Administrative cases in the Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999). The offence of failure to file SALN is punishable under Rule IV, Section 52 (B) (8) thereof, with the following penalties:

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

2nd Offense – Dismissal from the service

Section 6. Sanction

The Head of Office and the members of the Review and Compliance Committee who failed to perform their duties may be held liable for neglect of duty under Section 46, Chapter 7, Subtitle A, title 1, Book V of the Administrative Code of 1987 (Executive Order No. 292).

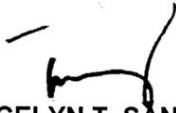
Section 7. Effectivity

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

V. REFERENCES

Reference for this Guidelines are the following:

- Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713);
- CSC Resolution Nos. 1300455 dated March 4, 2013;
- CSC Resolution No. 1500088 dated January 23, 2015;
- CSC Memorandum Circular No. 10 s. 2006;
- CSC Memorandum Circular No. 3, s. 2015;
- Office of the Ombudsman No. 2, s. 2017 dated August 2, 2017.



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