



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo, Quezon City

AUG 30 2019

**OFFICE CIRCULAR**  
**NUMBER 01-19**

**SUBJECT: Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions in the National Defense College of the Philippines (NDCP)**

**1. REFERENCES:**

- a. Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)
- b. CSC Resolution Nos. 1300455 and 1500088
- c. CSC Memorandum Circular No. 3, s.2015
- d. CSC Resolution No. 06-0231 dated 01 February 2006
- e. IATF AO 25 Memorandum Circular No. 2018-1 dated 28 May 2018
- f. NDCP Memorandum Order 019-15 dated 28 April 2015

**2. PURPOSE:**

This Office Circular prescribes the procedures to be followed by the NDCP SALN Review and Compliance Committee in reviewing the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions to determine whether said statement have been submitted on time, are complete, and are in proper form.

**3. POLICIES:**

Government officials and employees occupy positions vested with public trust and are required to put public interest over and above his/her own.

As mandated under Section 8 of RA 6713 (Statements and Disclosures), public officials and employees have an obligation to accomplish and submit declarations under oath, and the public has the right to know, their assets, liabilities, net worth and financial business interests, including those of their spouses and unmarried children eighteen (18) years of age living in their household.

The primary use of the information on the SALN Form is to exhibit transparency and accountability while in government service.

#### **4. COMPOSITION:**

##### **4.1 SALN Review and Compliance Committee**

The NDCP SALN Review and Compliance Committee shall be composed of the following:

Executive Vice President	- Chairperson
Chief, Financial & Management Division	- Member
Chief, Administrative Division	- Member

The NDCP SALN Review and Compliance Committee shall determine whether the SALN submitted by the officials and employees is submitted on time, accomplished completely and within the prescribed format.

The Office of the Human Resource Management Section (HRMS)) shall provide Secretariat services to the said Committee.

##### **4.2 Technical Working Group (TWG)**

The SALN Review and Compliance Committee shall have a Technical Working Group that will undertake the review of all SALNs submitted prior to the final review of the Committee which shall be composed of the following:

Head, Human Resource Management Section, AD	- Chairperson
Head, Records Section, AD	- Member
Head, Management Section, FMD	- Member

#### **5. GENERAL GUIDELINES:**

- a. All officials and employees of NDCP shall submit their Year End SALN to HRMS on or before 31 March of every year.
- b. Newly hired officials and employees shall submit their Entry SALN within five (5) days upon assumption to Office.
- c. Separated officials and employees (thru retirement/resignation/termination/transfer) shall submit their SALN thirty (30) days prior the date of separation from the service.

**6. PROCEDURAL GUIDELINES:**

a. Step 1

Upon submission of the officials and employees assigned in their Office of the accomplished SALN Forms (Annex A), the respective Administrative Officers of the NDCP Offices, shall evaluate whether said statements are submitted on time, with all fields accomplished completely and in proper form. No field shall be left blank. If necessary, the phrase "not applicable" or N/A shall be written for fields deemed not applicable by the concerned government official or employee.

b. Step 2

Step 1 shall be repeated by the Technical Working Group (TWG) on SALN prior to final review of the NDCP SALN Review and Compliance Committee.

c. Step 3

The SALN Forms deemed to have been filed with complete data/information will be forwarded to the following officials who are authorized to Administer Oath on the SALN:

Authorized Official	Level
President	Chief, Administrative Division
Chief, Administrative Division	President, Executive Vice President, 1 <sup>st</sup> and 2 <sup>nd</sup> level Positions (SG-1 to SG-24), including Professorial Positions.

d. Step 4

The HRMS, AD shall submit a list of employees in alphabetical order (Annex B) who filed their SALNs with complete data/information, filed their SALNs with incomplete data and did not file SALNs to the President, NDCP or his authorized representative, thru the NDCP SALN Review and Compliance Committee, and copy furnished the Civil Service Commission, on or before 30 April of every year.

e. Step 5

Within five (5) days from receipt of the list, the President, NDCP or his authorized representative, shall 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 SALN to comply within a non-extendible period of thirty (30) days upon receipt of the said Order.

f. Step 6

The TWG on SALN shall submit the final list of employees in alphabetical order who filed their SALNs with complete data/information, filed their SALNs with incomplete data, and did not file SALNs duly signed by the President, NDCP,

with the corresponding Certification signed by the members of the NDCP SALN Review and Compliance Committee, to the Civil Service Commission, on or before 30 June of every year.

g. Step 7

HRMS shall transmit all the original copies of the SALNs received, together with a certification that the SALNs were reviewed and found compliant by the NDCP Review and Compliance Committee (Annex C) on the following dates in their respective repository Offices:

Level	Dates of Filing	Repository Office
Presidential Appointees	On or before 30 April of every year	Office of the President
1 <sup>st</sup> and 2 <sup>nd</sup> level Officials and Employees	On or before 30 June of every year	Civil Service Commission

**7. SANCTIONS:**

Failure to correct/submit SALNs in accordance with the procedure and within the given period shall be a ground for disciplinary action. The President, NDCP thru the HRMS shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule X RACCS, with the following penalties:

Degree of Offense	Penalty
First Offense	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	Dismissal from the service

Officials and employees who fail to comply within thirty (30) day period required to submit their SALN 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 with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.

Failure of the Head of Office to comply with the provisions of CSC Resolution No. 06-0231 dated 01 February 2006 shall be ground for an administrative offense for Neglect of Duty which shall be punishable by suspension of one (1) month to one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.


**8. RESCISSION:**

Any Order, Memorandum, Directive, Instruction inconsistent herewith are hereby rescinded or modified accordingly.


**9. EFFECTIVITY AND IMPLEMENTATION:**

This Office Circular shall take effect as of this date and the submission of the SALN shall be implemented starting FY 2019.

Copies of this Office Circular shall be furnished to all concerned NDCP Offices and to be cascaded to all employees. The scanned copy shall be posted in the NDCP Transparency Seal page.



**DIRECTOR ROLANDO G JUNGCO**  
Executive Vice President  
Officer-in-Charge, NDCP



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
 (Required by R.A. 6713)

*Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.*

*Joint Filing*     
  *Separate Filing*     
  *Not Applicable*

**DECLARANT:**  
 \_\_\_\_\_  
 (Family Name)                      (First Name)                      (M.I.)

**ADDRESS:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPOUSE:**  
 \_\_\_\_\_  
 (Family Name)                      (First Name)                      (M.I.)

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_

**POSITION:** \_\_\_\_\_  
**AGENCY/OFFICE:** \_\_\_\_\_  
**OFFICE ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____

### ASSETS, LIABILITIES AND NETWORK

*(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)*

**1. ASSETS**

**a. Real Properties\***

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

**Subtotal:** \_\_\_\_\_

**b. Personal Properties\***

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

**Subtotal :** \_\_\_\_\_

**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_

**NET WORTH : Total Assets less Total Liabilities =** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Declarant)

\_\_\_\_\_  
(Signature of Co-Declarant/Spouse)

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

Government Issued ID: \_\_\_\_\_  
ID No.: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

Name of Agency  
 Summary of Filers  
 Statement of Assets, Liabilities and Network  
 Calendar Year 2018

I. Summary List of Filers

No.	NAME OF EMPLOYEES			TIN	POSITION	NETWORTH
	<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>			

Total Number of Filers:  
 Total Number of Personnel Complement:

Prepared by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



LIST OF EMPLOYEES WHO DID NOT FILE SALNs FOR

CY- \_\_\_\_\_


Prepared by:

Noted by:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

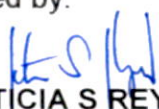


## NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES

### Timeline re Submission of Statement of Assets, Liabilities, and Networth (SALN)

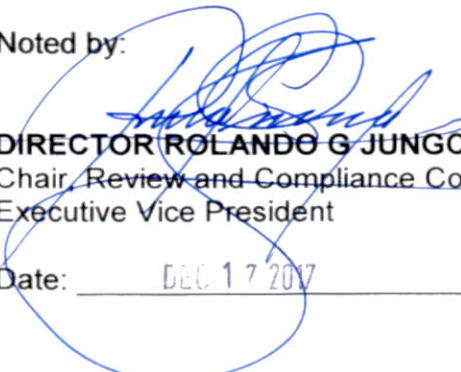
Date	Activity	Office of Primary Responsibility
1 <sup>st</sup> week of January	Drafting of memo re Filing of Statement of Assets, Liabilities, and Networth (SALN)	Human Resource Management Office
Not later than 15 January	Issuance of memo to all NDCP regular personnel re Filing of SALN	Human Resource Management Office
28 February	Remind NDCP personnel re deadline of submission of the SALN	Human Resource Management Office
31 March	Deadline of submission of the SALN to the Human Resource Management Office	Human Resource Management Office
1 <sup>st</sup> week of April	Compilation of SALN forms	Human Resource Management Office
	Review and evaluation of the SALN forms	NDCP Review and Compliance Committee
2 <sup>nd</sup> week of April	Preparation of re Summary of Filers and certification regarding the SALN reviewed and evaluated	NDCP Review and Compliance Committee
	Preparation and signature on the following documents: <ul style="list-style-type: none"><li>Letter to CSC re submission of the SALN of NDCP regular personnel</li></ul>	Human Resource Management Office
3 <sup>rd</sup> week of April	Submission of the following documents to CSC: <ul style="list-style-type: none"><li>Transmittal Letter</li><li>Summary of Filers</li><li>Certification</li><li>SALN Forms</li></ul>	Human Resource Management Office
May	Filing of all SALN Forms on the employees' 201 Files	Human Resource Management Office

Prepared by:

  
**MS LETICIA S REYES**  
Person-in-Charge, SALN  
Chief, Administrative Division

Date: DEC 17 2017

Noted by:

  
**DIRECTOR ROLANDO G JUNGCO**  
Chair, Review and Compliance Committee  
Executive Vice President

Date: DEC 17 2017