

POLICY ON THE REVIEW AND COMPLIANCE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

RATIONALE:

Pursuant to Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the "Code of Conduct and Ethical Standards for Public Officials and Employees," all public officers and employees are required 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 networth (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, net worth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households. As it is endowed with public interest, there is need to establish a review and compliance procedure in the filing and submission thereof thus this Policy.

COVERAGE:

This Policy shall cover all Batangas Medical Center employees whether permanent or under temporary status.

GUIDELINES:

I. FILING AND SUBMISSION OF SALN

- a. All Batangas Medical Center employees shall file under oath their SALN and Disclosure of Business Interest 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).

II. PERSONS AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN

The Head of the Agency shall designate a Review and Compliance Committee of SALN to receive, through the HRMO 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.

III. 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 agency copy furnished 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.

IV. MINISTERIAL DUTY OF THE HEAD OF THE AGENCY TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of the Agency to issue a compliance 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.

V. 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 Rule IV hereof shall be a ground for disciplinary action. The Head of the Agency 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 the administrative proceedings pursuant to the 2017 Revised Rules of 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

VI. TRANSMITTAL OF SALN

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.

VII. REPEALING CLAUSE

This policy repeals all other existing BatMC issuances that are inconsistent herewith.

VIII. EFFECTIVITY

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

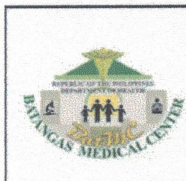
IX. REFERENCES:

- 1987 Philippine Constitution
- Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Memorandum Circular No.10, series of 2006 on 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”
- CSC Resolution Number 1300455 dated March 4, 2013 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)

Approved by:



RAMONCITO C. MAGNAYE, MD, FPCS, FPSGS, MHA
Medical Center Chief II



REVIEW AND COMPLIANCE PROCEDURE FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

RESPONSIBLE PERSONNEL/ OFFICE/UNIT	PROCEDURE	NORMAL PROCESSING TIME/DATE
HRMO	Preparation/issuance of memorandum to employees on the filling /submission of Statements of Assets, Liabilities and Net worth (SALN) form	2 days (1st working week of January of every year)
BatMC Employees	Filling / submission of accomplished SALN forms to the Human Resource Management Office (HRMO)	2 days (on or before March 31 of each year)
HRMO	Review, compile and record accomplished SALN forms of employees	1 day (on or before March 31 of each year)
HRMO	Review/evaluation of submitted SALN forms to determine whether statements have been properly accomplished.	1 day (on or before March 31 of each year)
HRMO	Submission of List of Employees (in alphabetical order) who: (a) filed their SALN forms with complete data; (b) filed their SALN forms with incomplete data; and (c) did not file their SALN forms to the Medical Center Chief and BatMC. Review and Compliance Committee copy furnished the Office of the Ombudsman on or before May 15 of every year.	15 days (on or before May 15 of each year)
BatMC-RCC	Deliberation on SALN	1 day
HRMO/ BatMC-RCC	Issuance of Compliance Order requiring employees who have incomplete data in their SALN forms to correct /supply the needed information, and those who did not file / submit their SALN forms to	2 days

	comply within a non -extendible period of thirty (30) days from receipt of the said order.	
BatMC-RCC	Issuance of the Show-cause Order directing an employee concerned to submit his/her comment or counter-affidavit for failure to comply with said Compliance Order	2 days
BatMC-RCC	Conduct of administrative proceedings, if so warranted and based on evidence, pursuant to the Revised Rules on Administrative Cases in the Civil Service Rules on Administrative Cases in the Civil Service (RRACCS) of CSC Resolution No. 1101502 dated November 8, 2011	14 days
HRMO	Preparation and submission of various reports to the Office of the Ombudsman in compliance with related circulars for SALN (e.g., Summary List of Filers, certifications, etc.)	1 day (on or before May 15 of every year)
HRMO	Submission of original copies of SALNs to the Office of the Ombudsman.	1 day (on or before May 15 of every year)
HRMO	Filing of the duplicate copies of the SALN forms at the HRMO.	5 days
	Total:	120 days or 4 months

Approved by:



RAMONCITO C. MAGNAYE, MD, FPCS, FPSGS, MHA
Medical Center Chief II



HOSPITAL ORDER

January 21, 2019

HOSPITAL ORDER
NO. 051, s. 2019

Effective immediately, the following personnel hereby compose the **REVIEW AND COMPLIANCE COMMITTEE OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)** of this Hospital for the period of one year:

Chairperson: **Dr. Ramoncito C. Magnaye**

Members:

1. **Atty. Jenn Krystel C. Zaraspe**
2. **Mr. Manuel V. Sanvictores**
3. **Ms. Merlita P. Dampil**

Duties and Responsibilities:

1. Prepares a list of the employees in alphabetical order for submission to the Office of the Ombudsman; and,
2. Reviews and checks the correctness of the SALN submitted by all the employees.

All orders and issuances, or parts thereof which are inconsistent with this order are hereby repealed, amended or modified accordingly.

This order being issued for the good of public service is hereby confirmed, declared official and made of record.

RAMONCITO C. MAGNAYE, MD, FPCS, FPSGS, MHA, FACS
Medical Center Chief II