

DEPARTMENT ORDER NO. 2014-05

**CONSTITUTING A REVIEW AND COMPLIANCE COMMITTEE TO
REVIEW THE STATEMENT OF ASSETS, NETWORTH AND LIABILITIES
OF OFFICIALS AND EMPLOYEES**

In compliance with Section 10 of Republic Act 6713, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees", Section I, Rule VIII of the Rules Implementing the Provisions of said Act and Memorandum Circular No. 2013-01 dated 02 August 2013, a Review and Compliance Committee in the Central Office is hereby constituted to be composed of the following:

Chairperson : Atty. Reynaldo L. Ching
Vice-Chairperson : Atty. Jennifer A. Olba
Members : Ms. Susan S. Nagtalon
Ms. Ma. Grace Agnes A. Marzan
Mr. Alex M. Macatuno


The Review and Compliance Committee shall conduct a complete review of all SALNs submitted by officials and employees within one hundred and twenty (120) days reckoned from the final day of submission of the same to appropriate agencies. The Committee shall adopt the procedures under Administrative Order No. 94-03 dated 15 March 1994 and CSC Memorandum Circular No. 10, Series of 2006.

Likewise, respective Regional Offices shall also constitute its Review and Compliance Committee to ensure complete, accurate and correct submission of the Regional Offices' personnel.

To assist the Committee, the Human Resource Division (HRD) and respective regional Administrative Officers, shall monitor and consolidate the submission of SALNs of all officials and employees

This Order shall take effect immediately.

06 January 2014


RAMON R. JIMENEZ, JR.
Secretary



DEPARTMENT OF TOURISM
RECORDS SECTION
RECEIVED

BY : tem
DATE : 3-23-94

ADMINISTRATIVE ORDER No. 94-03

**REVIEW AND COMPLIANCE PROCEDURES ON
STATEMENTS OF ASSETS, LIABILITIES
AND NET WORTH AND DISCLOSURE OF
BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

SECTION 1. Purpose. - This issuance prescribes the procedures for the submission and review of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as the Statements) of the officials and employees of this Department and its attached agencies, in compliance with Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 1, Rule VIII of the Rules implementing the provisions of the said Act promulgated by the Civil Service Commission on 21 April 1989.

SEC. 2. Declaration of Policy. - Subject to existing rules and as mandated by Republic Act No. 6713, the Department adopts the policy of requiring the full disclosure of Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections of all its officials and employees. The full disclosure shall include information on the official or employee's spouse and unmarried children under eighteen (18) years of age, and living in their household.

SEC. 3. Coverage. - (a) The provisions of this issuance shall apply to all officials and employees of this Department and its attached agencies who are holding regular plantilla positions, whether on a permanent or temporary status. The provisions shall not apply to those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers.

(b) Married couples who are both public officials or employees may file the required statement jointly or separately.

SEC. 4. Contents of the Statement. - (a) The statement on the Assets, Liabilities and Net Worth shall contain information on the following:

(1) real property, its improvements, acquisition costs, assessed value and current fair market value;

(2) personal property and acquisition cost;

(3) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like; and

(4) all financial liabilities, both current and long-term.

(b) Disclosure on Business Interests and Financial Connections shall contain information on any existing interests in, or any existing connection with, any business enterprises or entity, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, accountant, auditor, and the like, the names and addresses of the business enterprises or entities, the dates when such interests or connections were established, and such other details as will show the nature of the interests or connections.

SEC. 5. Form of the Statement. - (a) The statement of assets, liabilities and net worth and disclosure of business interests and financial connections shall be filed in the form (Annex "A") prescribed by the Civil Service Commission and shall be prepared in triplicate.

(b) The Director of the Administrative Service in the Department proper, the Administrative Heads of Department of Tourism attached agencies, the Regional Directors/OIC's of Regional Offices, and the Tourism Attaches/OIC's of Overseas Offices shall see to the availability of the adequate number of Statement forms at least two (2) months before April 30 every year.

SEC. 6. When to file the Statement. - The Statement must be filed:

(a) within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service;

(b) on or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; or

(c) within thirty (30) days after separation from the service, statements of which must be reckoned as of his last day of office.

SEC. 7. Filing procedures. - (a) In the Department Proper, the Secretary, Undersecretaries and Assistant Secretary/s shall file their Statements with the Director for Administrative Service.

Other officials and employees shall file their Statements with the Director of the Administrative Service, thru the Chief, Personnel Division.

(b) All officials and employees of the Department of Tourism's attached agencies shall file their Statements with their respective Administrative Heads.

(c) Officials and employees of Regional Offices shall file their Statements with their respective Regional Directors/OIC's. However, officials and employees of Overseas Field Offices shall file their Statements with their respective Administrative Officers who shall forward them to the Director of the Administrative Service thru the Chief, Personnel Division of the Department Proper; and

(d) In the case of the agencies with no regional offices, their officials and employees in the field offices shall file their Statements with their respective Administrative Heads/Officers in their Central Office.

SEC. 8. *Transmittal of Statements, Summary Report and Certification.* - (a) The Director of the Administrative Service shall consolidate the Statements of the Secretary, Undersecretaries and Assistant Secretary/s and shall transmit the originals to the Office of the President. Duplicate copies of the Statements shall be transmitted to the Review Committee of the Department.

(b) The Director of the Administrative Service thru the Chief, Personnel Division shall consolidate the Statements of the other officials and employees of the Department Proper. A summary report which shall contain the following information shall be prepared and attested by the Personnel Chief and certified by the Director.

- (1) Name of official/employee;
- (2) Present position and annual income;
- (3) Date of first assumption to office;
- (4) Number of years in government service; and
- (5) Assets, liabilities and net worth.

The Report, together with the originals of the Statements, shall be submitted on or before 31 May of each year to the Civil Service Commission. The Director shall also transmit a copy of the Report and the duplicates of the Statements to the Review Committee of the Department.

The Director shall likewise prepare a Certification (Annex "C") indicating therein the names of the officials and employees who failed to submit their respective Statements. This Certification shall be under oath, the original of which shall be submitted to the Civil Service Commission and the duplicate, to the Review Committee of the Department.

Other officials and employees shall file their Statements with the Director of the Administrative Service, thru the Chief, Personnel Division.

(b) All officials and employees of the Department of Tourism's attached agencies shall file their Statements with their respective Administrative Heads.

(c) Officials and employees of Regional Offices shall file their Statements with their respective Regional Directors/OIC's. However, officials and employees of Overseas Field Offices shall file their Statements with their respective Administrative Officers who shall forward them to the Director of the Administrative Service thru the Chief, Personnel Division of the Department Proper; and

(d) In the case of the agencies with no regional offices, their officials and employees in the field offices shall file their Statements with their respective Administrative Heads/Officers in their Central Office.

SEC. 8. Transmittal of Statements, Summary Report and Certification. - (a) The Director of the Administrative Service shall consolidate the Statements of the Secretary, Undersecretaries and Assistant Secretary/s and shall transmit the originals to the Office of the President. Duplicate copies of the Statements shall be transmitted to the Review Committee of the Department.

(b) The Director of the Administrative Service thru the Chief, Personnel Division shall consolidate the Statements of the other officials and employees of the Department Proper. A summary report which shall contain the following information shall be prepared and attested by the Personnel Chief and certified by the Director.

- (1) Name of official/employee;
- (2) Present position and annual income;
- (3) Date of first assumption to office;
- (4) Number of years in government service; and
- (5) Assets, liabilities and net worth.

The Report, together with the originals of the Statements, shall be submitted on or before 31 May of each year to the Civil Service Commission. The Director shall also transmit a copy of the Report and the duplicates of the Statements to the Review Committee of the Department.

The Director shall likewise prepare a Certification (Annex "C") indicating therein the names of the officials and employees who failed to submit their respective Statements. This Certification shall be under oath, the original of which shall be submitted to the Civil Service Commission and the duplicate, to the Review Committee of the Department.

(c) The Administrative Heads/Officers of the attached agencies shall consolidate the Statements filed with them, prepare the Summary Report and Certification herein mentioned and follow the transmittal procedure to the Civil Service Commission prescribed in the preceding subsection. However, the copies of the Summary Report and Certification and the duplicates of the Statements shall be transmitted to the Review Committee of the attached agency.

(d) The Regional Directors of Regional Offices and its Sub Offices shall consolidate the Statements filed with them, prepare the Summary Report and Certification herein mentioned and submit the said Summary Report and Certification, together with the originals of the Statements, to the Office of the Deputy Ombudsman of the region to which their offices pertain, on or before 31 May of each year.

The Regional Directors shall transmit copies of the Summary Report and Certification and the duplicate of the Statements to the Review Committee of the Department.

SEC. 9. Availability of Statements for Public Inspection. - Whenever needed pursuant to legal requirements, all Statements filed and submitted pursuant to this issuance shall be made available for public inspection at reasonable hours, subject to the limitations provided by law, rules and regulations, for a period of ten (10) years after receipt of the same.

SEC. 10. Disposal of Statements. - The Statements may be destroyed after a period of ten (10) years from the date of filing unless needed in an on-going investigation.

SEC. 11. Review Procedures. - (a) A Review Committee of three (3) members shall be constituted in the Department Proper and in each of the attached agencies. The Review Committee shall conduct a complete review of all Statements submitted to it within one-hundred and twenty (120) days reckoned from the final day of submission of the same.

(b) The Review Committee shall separate the Statements which it deems are in proper form and have complete, accurate and correct entries from those which it believes should further be evaluated due to discrepancies and inaccuracies in the entries. Those Statements which are in proper form and have complete, accurate and correct entries shall be returned to the Director of the Administrative Service (in the case of the Department Proper) or to the Administrative Head/Office (in the case of attached agencies) for inclusion in the 201 files.

(c) In those instances where the Committee finds the entries in the Statements incomplete, inaccurate or incorrect, the Committee shall require the filer concerned to explain, clarify or correct the said entries within thirty (30) days from receipt of the notice issued by the Committee. Where the Committee finds the explanation, clarification or correction satisfactory, the Statement shall be returned to the appropriate official in accordance with the preceding subsection. Where the Committee after evaluation believes further action should be taken, it shall submit its report and recommendation to the Secretary or the agency head, as the case may be.

SEC. 12. *Applicability of the Rules promulgated by the Civil Service Commission.* - The provisions of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" promulgated by the Civil Service Commission on 21 April 1989 shall apply in a suppletory character to situations not covered by this issuance.

SEC. 13. *Effectivity.* - This Circular shall take effect immediately.


VICENTE J. CARLOS
Secretary

15 March 1994