



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

MO OED NO. 2018-09-133

To : **ALL NCCA REGULAR OFFICIALS AND EMPLOYEES**

From : **RICO S. PABLEO JR.**
Executive Director

Date : **September 27, 2018**

Subject : **Creation of Statement of Assets, Liabilities and Net Worth (SALN) Compliance and Review Committee and Guidelines in the Review and Compliance Procedures in the Filing and Submission thereof**

Rationale:

The Constitution of the Republic of the Philippines requires public officers and employees 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 net worth (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 Memorandum Circular.

Legal Basis:

Article XI, Section 17 of the Philippine Constitution;

Republic Act 6713- Code of Conduct and Ethical Standards for Public Officials and Employees; Administrative Code of the 1987, Book 1, Chapter 9, Section 34 and its IRR;

Civil Service Commission Memorandum Circulars on SALN¹

¹ Resolution No. 1500088 - Amendment to the CSC Reso. No. 1300173 ; Revised SALN Form



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Resolution No. 1300455 - Review and Compliance Committee for the SALN

Resolution No. 1100356 - Guidelines Governing Access to SALNs of Govt. Officials and Employees ...

OM No. 13, s. 2013 - Delegation of Authority to Administer Oath

MC No. 20, s. 1994 - Amendment No. 1 to Rules Implementing the RA No. 6713

MC No. 14, s. 2009 - Use of the 1994 SALN Form for the Year 2008

MC No. 10, s. 2006 - Review and Compliance Procedure in the Filing and Submission SALN ...

MC No. 09, s. 1991 - Filing of SAL and Disclosure of Business Interest ...

MC No. 07, s. 2004 - Reiteration on the Submission of SALNW

MC No. 06, s. 2008 - Deferment of the Implementation of MC 2, s.2008 ...

MC No. 05, s. 2010 - Use of the 1994 SALN Form for the Year 2009

MC No. 03, s. 2013 - Amendment to the Review and Compliance Procedure in the Filing...

MC No. 02, s. 2013 - Revised SALN Form

MC No. 02, s. 2008 - Revised Form of the SALN and Disclosure of Business Interests ...



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Coverage:

All NCCA officials and employees whether regular or under temporary status are required to file SALN.

Filing and Submission of SALN

All regular official/employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Section (HRMS), to wit:

1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;

It shall be the responsibility of the official/employee to fill in all applicable information and/or make a true, detailed and sworn declaration of one's assets, liabilities and net worth, business interests and financial connections, as well as relatives in government service within the fourth degree of consanguinity or affinity as of the end the preceding year. Items not applicable should be marked *NIA* (not applicable).

Sanction for Failure to Comply

Failure to submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. An Issuance of a Show-Cause Order shall be done by the Executive Director based on the list submitted by the HRMS 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.

If warranted, proceed with the conduct of the administrative proceedings pursuant to the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011.



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The offense for failure to file SALN shall be:

1. FIRST OFFENSE - suspension of one (1) month and one (1) day to six (6) months suspension;
2. SECOND OFFENSE- dismissal from the service

The NCCA Compliance and Review Committee (CRC):

The NCCA CRC shall be created to review and evaluate the submitted SALN to the HRMS

The designated NCCA CRC shall review and evaluate SALNs received by the HRMS- if the same has been submitted on time, complete and in proper form in the filing thereof.

Composition:

1. Chief Administrative Officer- Susan C. Dayao
2. Accountant III- Marites B. Pitalbo
3. The Head/Officer-in-Charge of the Human Resource Section- Angelina C. Carillo
4. The Administrative Officer assigned in the Human Resource Section shall act the Secretary- Jennifer G. Gorne
5. The NCCA Liaison Officer- Gilbert B. Lopez

Duties of the Review and Compliance Committee

1. The receive and review SALN submitted to the HRMS on or before April 30 of every year:
 - a. If it is submitted on time;
 - b. If it is submitted in proper format;
 - c. If it is complete;
 - d. Require filers to complete/correct or supply the desired information or data;
2. 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:
3. Transmit all original copies of the SALNs received and reviewed, on or before June 30 of every year, to the concerned offices



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4. Recommend officials and employees who have failed to comply with the requirements to the Executive Director for appropriate action;

REPEALING CLAUSE

All previous issuances inconsistent with these Memorandum Circular are deemed repealed or modified accordingly.

EFFECTIVITY

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

For your information and guidance.

RICO S. PABLEO JR.
Executive Director III



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