



MEMORANDUM ORDER NO. 20-038-18
Series of 2020

SUBJECT : REVISED GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

This guideline is hereby issued for the review and compliance procedure for the filing and submission of SALN and disclosure of business interest and financial connections of Plantilla Personnel of the Cagayan Economic Zone Authority (CEZA).

I. Legal Basis

- a. Section 8 of Republic Act 6713 or the “Code of Conduct and Ethical standards for Public Officials and Employees;
- b. CSC Memorandum Circular No. 10 series of 2006 on the “Review and Compliance Procedure in the Filing and Submission of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections”;
- c. CSC Resolution No. 1300455 dated March 4, 2013 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN); and
- d. Office of the Ombudsman Memorandum Circular No. 2 dated August 2, 2017 or the “Additional Guidelines on the Submission of Statement of Assets, Liabilities, and Net Worth (SALNs) and Disclosures of Business Interests and Financial Connection to the Office of the Ombudsman as required under Section 8 of Republic Act No. 6713.

II. Purpose

- a. The 1987 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 networth (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, networth 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 a need to establish a review and compliance procedure in the filing and submission thereof thus this Memorandum Order.
- b. To require all Plantilla Employees of the Cagayan Economic Zone Authority (CEZA) to declare and submit detailed statement of Assets and Liabilities, including disclosure of business interests, financial connection(s) and Relative(s) in the government service, pursuant to CSC Memorandum Circular No. 03. Series



of 2015 dated 17 February 2015, in conjunction to Republic Act (RA) 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees); and

- c. To provide guidelines and procedures in the proper filling out and disposition of SALN.

III. Coverage

This covers all Plantilla Personnel regardless of employment status.

IV. Operational Guidelines

1. GENERAL INFORMATION AND GUIDELINES:

- a. CEZA Plantilla personnel required by law to file SALN shall, within 30 days after assumption of office, and on or before 30 April of every year thereafter, and within 30 days following separation/retirement from the service, accomplish and declare under oath, his/her Assets Liabilities, Networth, and Financial connection and Business Interest including that of the spouse, If married and of unmarried children below 18 years of age, living with the Declarant;
- b. Within 30 days from the date of assumption of office, the personnel concerned shall be required to sign/execute document giving authority in favor of the Ombudsman to obtain from all appropriate government agencies, such documents as may show assets, liabilities, and also business interest(s) and financial connection(s) in previous years, Including the year they first assumed office in the government;
- c. Personnel shall identify and disclose to the best of his/her knowledge and information, relatives in government. up to the fourth (4th) civil degree of relationship, either by consanguinity or affinity;
- d. SALN may be available to the public for scrutiny upon showing legitimate purpose thereof. Reasonable charges to cover cost of reproduction, mailing, certification may be assessed. For security reason, the address of the Declarant and that of his/her spouse and children may be shaded;
- e. Spouses who are both public officer/employee shall have the option to file either jointly or separately. In case of joint and separate filing. All real and personal properties shall be declared, including their respective capital and paraphernal properties. However, in separate filing, properties shall be declared, but only properties as pertains to the Declarant shall be computed;
- f. In case where the Declarant's spouse or children (below 18 years of age, living with the Declarant) has properties to declare that cannot be accommodated in the SALN Form, additional sheet may be used to be attached as an Integral part thereof.