



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552
www.pcsso.gov.ph



MEMORANDUM
October 10, 2018

TO : ALL PCSO OFFICIALS AND EMPLOYEES

SUBJECT : GUIDELINES IN THE REVIEW AND COMPLIANCE
PROCEDURES IN THE FILING AND SUBMISSION OF
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND
FINANCIAL DISCLOSURES

COVERAGE:

This Memorandum shall cover all PCSO Officials and Employees.

GUIDELINES

Section 1. Filing and Submission of Statement of Assets, Liabilities and Networth (SALN)

All PCSO Officials and Employees shall submit to the Human Resources Department a duly filled-out SALN form (**five copies**). The HRD will then submit the SALN forms to the Legal Department for notarization before submitting the document to other government offices (Ombudsman, CSC and OP).

The SALN should be filed, to wit:

1. Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of service;
2. On or before March 15 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

All Officials and Employees are strictly required to fill in all applicable information and/or make a true and detailed declaration in their respective SALNs. All items that are not deemed applicable should be marked with an "n/a" or "not applicable". In case of a joint filing, if the spouse has filed the same in his/her respective agency, the HRD should be notified and be furnished a copy of the document submitted.

Section 2. Department authorized to review and evaluate the submitted SALN

The Office of the Department Manager- Human Resources Department (ODM-HRD) shall receive the submitted SALN indicating the date and time of submission from office. The ODM will then forward the same to the Personnel Relations and Services Division, HRD 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.

Section 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the names of employees, to be submitted to the Chairman being the head of agency through the General Manager copy furnished the Civil Service Commission on or before May 15 of every year, indicating the following:

1. Those who filed their SALNs with complete data;
2. Those who filed their SALNs but with incomplete data, and
3. Those who did not file their respective SALNs.

Section 4. Sanction for Failure to Comply

Failure to correct and/or to submit SALN in accordance with the procedure and within the given period pursuant to the directive and guidelines shall be a ground for disciplinary action. The HRD shall notify the concerned personnel in writing, directing to submit his/her SALN within three (3) days upon receipt of the notification.

If the concerned employee still fails to submit the SALN, his/her case will then be forwarded to the Legal Department to conduct an administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The sanctions for failure to submit the SALN shall be as follows:

- 1st offense -- Suspension for one (1) month and one (1) day to six (6) months
- 2nd offense -- Dismissal from the service

Section 5. Transmittal of all submitted SALNs to the concerned agencies

The HRD shall transmit all original copies of the SALNs received to all concerned offices on or before June 30 of every year.

EFFECTIVITY

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

For strict compliance.

ALEXANDER F. BALUTAN
Vice-Chairman and General Manager



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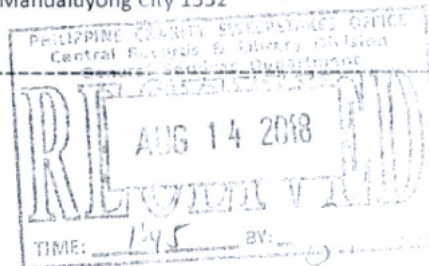


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MEMORANDUM ORDER NO. 2018-159
August 13, 2018



In compliance with CSC Resolution No. 1300455 dated March 4, 2013, a Review and Compliance Committee relative to the filing and submission of Statement of Assets, Liabilities and Networth (SALN) is hereby established to be composed of the following:

Chairman - Mr. Roger C. Ramirez

Members - Ms. Luzette P. Junio
Dra. Corazon Bennette V. Cedro
Mr. Lester Owen G. Go

Support Group:

Ms. Emojean Z. Gogola
Ms. Helene Marie C. Robles

The duties of the Review and Compliance Committee are as follows:

1. Receive SALN and evaluate if the same has been submitted on time, complete and in proper form; and
2. Prepare and submit list of employees, in alphabetical order, 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.

For strict compliance.

ALEXANDER F. BALUTAN
General Manager