



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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DEPARTMENT ORDER)
NO. 118)
Series of 1994)
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SUBJECT: 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 Statement/s) of the officials and employees of this Department and its Bureaus, Project Management Offices (PMO's), Regional Offices and attached Agencies in compliance with Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards of 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.

SECTION 2. Declaration of Policy. Subject to existing rules and as mandated by Republic Act No. 6713, it is adopted as a policy of the Department to require 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, including those of their spouses and unmarried children under eighteen (18) years of age, and living in their household.

SECTION 3. Coverage. (a) The provisions of this issuance shall apply to all officials and employees of this Department and its Bureaus, PMO's, Regional Offices and 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 employees. (b) Married couples who are both public officials or employees may file the required statement jointly or separately.

SECTION 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 costs;

- (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) The Statement on Business Interests and Financial Connections shall contain information on any existing interest in, or any existing connection with, any business enterprise 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.

SECTION 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 accomplished in Triplicate.
- (b) The additional data to be included in the Statement are (a) Specific date when filer first assumed office (Date of original appointment) and (b) Number of years in government service (Length of government service), to be indicated on the space expressly marked on page 1 of the CSC prescribed Form (Annex A).
- (c) The Director of the Administrative and Manpower Management Service in the Department Proper, the Administrative Officers in the Bureaus, PMO's Regional Offices and attached Agencies shall see to the availability of the adequate number of Statement forms at least two (2) months before April 30 every year.

SECTION 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 his 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.

SECTION 7. Filing Procedures.

(a) All presidential appointees in the Department, the non-presidential appointees in the Department Proper including the PMO's shall file their Statements with the Director, Administrative and Manpower Management Service. The non-presidential appointees in the Bureaus, Regional Offices and attached Agencies shall file their Statement with their respective Administrative Officers.

(b) In the case of attached Agencies with no Regional Offices, their officials and employees in the field offices shall file their Statements with their respective Administrative Officers in the Central Office.

SECTION 8. Transmittal of Statements, Summary Report and Certification. The Director, Administrative and Manpower Management Service and the different Administrative Officers shall:

(a) consolidate the statements submitted to them and transmit the originals thereof to the Office of the President in the case of Presidential appointees and to their respective offices of the Civil Service Commission in the case of non-presidential appointees.

(b) Prepare a Summary Report (Annex "B") which shall contain the following information:

- (1) Name of official/employees;
- (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;

to be submitted on or before May 31 of every year to the Office of the President or those respective Civil Service Commission Offices, furnishing the duplicates to their respective Review Committees.

(c) Prepare the 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 respective Review Committee of the Department.

SECTION 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.

SECTION 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.

SECTION 11. Review Committees. There is hereby created a Review Committee of three (3) members with a Lawyer from the Legal Service as Chairman, an Accountant from the Comptrollership and Financial Management Service and a Personnel Officer from the Administrative and Manpower Management Service as members thereof in the Department Proper while their respective counter parts shall constitute the Review Committees in the Bureaus, Regional Offices and attached Agencies.

SECTION 12. Review Procedures.


(a) The Review Committees 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) Review Committees shall separate the Statements which it deems are in proper form and have complete, accurate and correct entries from those which it believes should be further 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 and Manpower Management Service (in the case of the Department Proper) or to the Administrative Officers (in the case of the Bureaus, Regional Offices and attached Agencies) for inclusion with the employment records under custody of the Records Offices.

(c) In those instances where the Committee finds the entries in the Statement 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 heads, as the case may be.

SECTION 13. Applicability of the Rules promulgated by the Civil Service Commission. The provisions of the "Rules Implementing the Code of Conduct and Ethical Standards for the 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.

SECTION 14. Effectivity. This Department Order shall take effect immediately.



GREGORIO R. VIGILAR
Secretary