



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**CENTRAL OFFICE**  
Manila

097.7 0 PWH  
02-27-2020  
RMD-HRAS

February 26, 2020

**MEMORANDUM**

**TO : ALL OFFICIALS AND EMPLOYEES**  
This Department

**SUBJECT : REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

As provided in CSC Resolution No. 060231 s. of 2006 which requires the submission of the Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections, the following rules and regulations shall be observed by all covered employees of this Department. The SALN Review and Compliance Committee created pursuant to Special Order No. 31 s. of 2019 is likewise tasked to observe and implement said rules and regulations.

**I. Filing and Submission of SALN on Time and to the Proper Official**

All public officials and employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contract of service personnel, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with their respective Chief of the Administrative Section/Division (for District/ Regional Offices) or the Chief, Human Resource Management Division – Human Resource and Administrative Service [HRMD-HRAS] (for Central Office) , to wit:

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



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Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guideline provided under these rules.

Public officials and employees are strictly required to fill in all applicable information and/or make sure a true and detailed statement in their SALNs.

## **II. Duties of the DPWH SALN Review and Compliance Committee**

Upon receiving the SALN forms, the DPWH SALN Review and Compliance Committee (Committee) shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

The Committee shall prepare a list of employees in alphabetical order, who: a) filed their SALNs with complete data; b) filed their SALNs but with incomplete data; and c) did not file their SALNs, to be submitted to the Civil Service Commission, on or before June 30 of every year for officials/employees in the DPWH – Central Office and to the Ombudsman, copy furnished the Civil Service Commission, for officials/employees in the DPWH Field Offices.

## **III. Ministerial Duty of the DPWH SALN Review and Compliance Committee to Issue Compliance Order**

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office (for Regional/District offices) and the Undersecretary concerned (for the Central Office) to issue a compliance order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within an non-extendible period of thirty (30) days from receipt of said Order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared in his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer/s next succeeding SALN.

## **IV. Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACS). The offense of failure to file SALN is punishable under Rule 10 Section 46.B.8:



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

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

**IV. Transmittal of all submitted SALNs to the concerned agencies on or before June 30**

The Committee shall transmit all original copies of the SALNs received, on or before June 30 of every year to the concerned offices, as specified below:

<b>REPOSITORY AGENCY</b>	<b>OFFICERS AND EMPLOYEES</b>
Office of the President	National executive officials: - Undersecretaries - Assistant Secretaries
Deputy Ombudsman in their respective region (Luzon, Visayas, or Mindanao)	Regional officials and employees of the DPWH.
The Civil Service Commission	All other officials and employees in the Central Office of the DPWH including its Bureaus, Services, and Project Management Offices.

**V. Penalty**

Heads of offices who fail to comply with the provisions of this Memorandum shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

**ARDELIZA R. MEDENILLA, MNSA, CESO I**  
Undersecretary for Support Services