

LIGHT
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TRANSIT
AUTHORITY

28 May 2014

SPECIAL ORDER NO. 45
Series of 2014

Pursuant to CSC Memorandum Circular No. 10 dated 17 April 2006 on the subject Review Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections, and as required by the Governance Commission for GOCCs (GCG) as part of their governance compliance requirement, a Review and Compliance Committee is hereby created to be composed of the following:

Chairman : **ATTY. JOSE JOBEL V. BELARMINO**
Manager, Legal Department

Members : **MS. PRIMA M. TAPIA**
Manager, Internal Auditor

MS. DIVINA J. GUISON
Manager, Human Resource Management Division

Technical Working Group (TWG) : **ATTY. ZANDRA A. TURLA**
Attorney III

MS. MARIVIC B. TUASON
Internal Auditor IV

MR. NELSON RONALD D. AMBROSIO
Supervising IRM Officer A

Secretariat : **Legal Department**
Internal Audit Department
Human Resource Management Division

The Review and Compliance Committee shall ensure that the review of the SALN submitted by the employees was made in accordance with the review and compliance procedures in filing and submission of SALNs pursuant to MC No. 10 s. 2006. It shall be responsible for the preparation of related reports to management and to oversight agencies and such other functions as required by the above-cited Memorandum Circular.

Likewise, the TWG shall render assistance to the Review and Compliance Committee and ensure that reports are submitted on time as required.

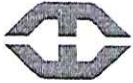
This Special Order shall take effect immediately superseding and/or modifying all other previously issued Office Orders inconsistent herewith.


HONORITO D. CHANECO
Administrator

DATE SIGNED & ISSUED 30 MAY 2014

DOONE ALFIE V. VILLANUEVA

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	Guidelines	Document Code:	2018.GU.ADD.001
	REVIEW AND COMPLIANCE PROCEDURES OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH	Page No.:	1 of 3
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		Effectivity:	01 March 2018

1. OBJECTIVES

- To enjoin all LRTA officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;
- To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed.

2. COVERAGE

These guidelines shall cover all LRTA officers and employees regardless of employment status.

3. GENERAL GUIDELINES AND PROCEDURES

3.1 Filing and Submission of SALN

3.1.1. All officers and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Division (HRMD), to wit:

3.1.1.1 Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of office;

3.1.1.2 On or before April 30 of every year thereafter, statements of which must be reckoned as the end of the preceding year;

3.1.1.3 Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office;


3.1.2 Employees are strictly required to fill in all applicable information and/or make a true detailed statement in their SALNs. Items not applicable should be marked N/A (Not Applicable)

3.2 Persons authorized to review and evaluate the submitted SALN

There shall be a designated Review and Compliance Committee to receive, and 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.

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3.3 Duties of Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of the office, copy furnished the Civil Service Commission on or before May 15 of every year:

- 3.3.1 Those who filed their SALNs with complete data;
- 3.3.2 Those who filed SALNs but with incomplete data, and
- 3.3.3 Those who did not file their SALNs.

3.4 Ministerial Duty of the Head of Office to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of the Office to issue an 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 a non-extendable period of three (3) days receipt of said order.

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

3.5 Sanction of Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive hereof shall be ground for disciplinary action. The Head of Office shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

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


3.6 Transmittal of all Submitted SALNs to the concerned agencies

The Review and Compliance Committee shall transmit all original copies of SALNs received on or before June 30 of every year.

- 3.6.1 Office of the President – for Head of Office
- 3.6.2 Civil Service Commission – for Other Officers and Employees

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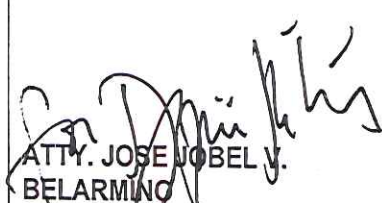
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3.7 Effectivity

This Guideline shall take effect upon approval.

REFERENCES:

- 1987 Philippine Constitution
- Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
- CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Connections"
- CSC Resolution Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Network (SALN)"

Prepared by:  MARIA TERESA M. CRUZ Deputy Document Controller	Reviewed By:  DOMINIC F. KABIGTING OIC-Administrative Department	Approved By:  ATTY. JOSE NOBEL V. BELARMINO OIC- Deputy Administrator for Administrative, Finance & AFCS Services
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