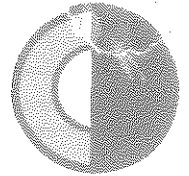


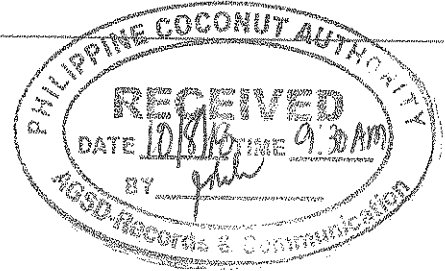


REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
PHILIPPINE COCONUT AUTHORITY

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September 24, 2018



MEMORANDUM CIRCULAR 1.0
Series of 2018

**PCA REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF
 STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE
 OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

REFERENCES:

- a) 1987 Philippine Constitution
- b) Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
- c) 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 Networth and Disclosure of Business Interest and Financial Connections"
- d) CSC Resolution Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)"

OBJECTIVE:

The 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 need to establish a review and compliance procedure in the filing and submission thereof thus this Memorandum Circular.

COVERAGE:

This Circular shall cover PCA personnel occupying plantilla positions regardless of employment status.

AGSD 1.98-2 OFAD 09-490
 "Pangalagaan ng Niyugan para sa Masaganang Kinabukasan, ITAGUYON"

111-603-2225
 RPO 03-64
 Coconut Preservation Act.
 DP-APD-01-2020

GUIDELINES AND PROCEDURES:

1. Filing and Submission of SALN

- a. All covered shall file under oath their SALN and Disclosure of Business Interest and Financial Connections as follows:
 - a.1) For the Central Office: submit to the Records Section of the Administrative & General Services Department;
 - a.2) For Regional Offices and Research Centers: submit to Administrative Officers;
- b. The schedule of filing shall be as follows:
 - b.1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - b.2) On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
 - b.3) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
- c. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

2. Persons authorized to review and evaluate the submitted SALN and administer oath

The Review and Compliance Committee shall be composed of the following:

Central Office

- a. Manager, Administrative & General Services Department, *as Chairman*
- b. Manager, Internal Audit Department
- c. Chief, Human Resource Division
- d. Records Officer III, *as Secretariat*

Regional Offices and Research Centers

- a. Regional/Center Manager, *as Chairman*
- b. Administrative Officer
- c. Accountant

The Chairman shall be the authorized administering officer for SALN submissions. In his/her absence, the Chief, HRD, for the Central Office, and the Administrative Officer, for Regional Offices and Research Centers, shall be the alternate authorized administering officer for SALN submissions.

3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall receive and evaluate all submitted SALN and whether the same were submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

The Committee shall prepare a list of the following employees, in alphabetical order to be submitted 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.

4. Ministerial Duty of the Administrator to issue Compliance Order

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

Assets and/or properties acquired, donated or transferred for 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 has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

5. Sanction for 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 and Section 4 hereof shall be a ground for disciplinary action. The Administrator 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 the administrative proceedings pursuant to existing Civil Service rules.

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

The AGSD shall transmit all original copies of the SALNs received to the 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.



ROMULO J. DE LA ROSA
Administrator