



REPUBLIC OF THE PHILIPPINES
PUBLIC-PRIVATE PARTNERSHIP
CENTER

SPECIAL ORDER NO. 83 -2013

TO : ALL CONCERNED PPPC OFFICIALS AND EMPLOYEES

SUBJECT : **Constitution of Review and Compliance Committee of the Guidelines in the Filing Out of the Statement of Assets, Liabilities and Networth (SALN)**

DATE : July 1, 2013

1. Civil Service Commission (CSC) Resolution No. 060231, s. 2006 prescribes and establishes a standard review and compliance procedure to be adopted by all public officials and employees in the filing and submission of SALN. This is pursuant to Rule VIII (Review and Compliance Procedure in the Filing and Submission of the Statements of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections) of the Rules Implementing the Code of Conduct and Ethical Standards (RA 6713) promulgated on April 21, 1989.
2. In this regard, the PPPC Review and Compliance Committee (RCC) is hereby constituted to be composed of the following:
 - Chairperson : The Deputy Executive Director
 - Vice-Chairperson : Director of the Legal Service
 - Members : Director of the Administrative Service
Division Chief of the Legal Service
 - Secretariat : Legal Service and HRD, Administrative Service
3. The Committee shall have the following functions:
 - a. Review statements in the submitted SALN of PPPC officials and employees to determine whether said statements have been properly accomplished;
 - b. Render any opinion interpreting the provisions on the review and compliance procedure and make a determination on whether a statement is properly filed;
 - c. In the event that the Committee determines that a statement is not properly filed, they shall inform the reporting individual and direct him/her to take necessary corrective action; and

- d. Perform such other functions as maybe required and necessary to carry out the objectives of the RCC.
4. The Executive Director shall delegate to the RCC the issuance of an order requiring those who have incomplete data in their SALNs to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of three (3) days from receipt of said order.
5. The Human Resources Division shall have the following duties:
- a. Evaluate whether the statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer in accordance with the guidelines in the Filling Out of the SALN. Items not applicable to the filer should be marked NOT APPLICABLE (N/A);
 - b. Submit a list of employees, in alphabetical order, who: 1) filed their SALNs with complete data; 2) filed their SALNs but with incomplete data; and c) did not file their SALNs, to the Executive Director, copy furnished the CSC, on or before May 15 of every year; and
 - c. Transmit all original copies of the SALNs received, on or before June 30 of every year to the CSC. For the Executive Director Deputy Executive Director, their SALNs will likewise be transmitted to the Office of the President.
6. Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense is punishable under Section 46 (D (8), Rule 10 of the Revised Rules on Administrative Cases in the Civil Service in relation to Section 4, Rule VIII of CSC Resolution No. 060231, published on April 7, 2006. These are as follows:
- 1st offense - Suspension for one (1) month and one (1) day to six (6) Months
 - 2nd offense - Dismissal from the service
7. For compliance.


GOSETTE V. CANILAO
Executive Director