

DRN: ~~HRMDS-PAD-A-COMM-19-11-00010353-S~~

TIME: _____ RCVD. BY: _____

MEMORANDUM

FOR : ALL OFFICIALS AND EMPLOYEES
DSWD Central Office

FROM : THE DIRECTOR

SUBJECT : CASCADING OF DSWD CENTRAL OFFICE REVIEW AND COMPLIANCE PROCEDURE/ACTIVITIES RELATIVE TO FILING/ SUBMISSION OF CY 2018 SALN OF DSWD C.O OFFICIALS AND EMPLOYEES

DATE : 13 NOVEMBER 2019

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No.2, series of 2013¹ as amended by CSC Memorandum Circular No.3, series of 2015², the **Review and Compliance Committee (RCC)** for the Filing and Submission of SALN of the DSWD Central Office (C.O) Officials and Employees has been created.

The DSWD - C.O RCC is presently being chaired by OIC-Assistant Service Director Cesar A. Aquino of the HRMDS with Ms. Janis Ian M. Placides of HRMDS - LDD and Ms. Antonia C. Alcober of the Internal Audit Service (IAS) as members. The RCC is responsible for checking the completeness, timeliness and use of proper form of the submitted SALNs.

Relative to this and in compliance to **Item 5.5.a of AO25 Memorandum Circular No. 2019-1** or the **Guidelines on the Grant of the Performance-based Bonus for FY 2019 under Executive Order (EO) No. 80, series of 2012, and EO No. 201, series of 2016**, the following activities were undertaken by the DSWD - C.O RCC in the review and compliance procedure for the Statement of Assets, Liabilities and Net Worth (SALN) of DSWD C.O officials and employees as of December 31, 2018:

1. A Memorandum to all Officials and Employees in the DSWD Central Office was issued on **05 March 2019**, advising/informing them on the Filing of 2017 SALN, indicating the corresponding sanctions/penalties for non-compliance ("Annex A").
2. A Memorandum for the Secretary dated **15 May 2019**, copy furnished the CSC, was issued submitting the following list relative to the submission of SALN of DSWD officials and employees for FY 2018, per review of the Personnel Administration Division (PAD), who served as the RCC Secretariat:
 - a. Those who filed their SALNs with complete data
 - b. Those who filed their SALNs with incomplete data
3. On **11 June 2019**, the RCC issued a **Resolution** in their meeting that the SALNs of DSWD officials and employees reviewed by the RCC Secretariat, which were already submitted to the Honorable Secretary are found in order.

It may be mentioned that the meeting of RCC was delayed awaiting approval of their recommendation for the CO-RCC to be composed of higher officials of the

¹ Revised Statement of Assets, Liabilities and Net Worth (SALN) Form

² Amendment to CSC Memorandum Circular No.2, series of 2013 [Revised Statement of Assets, Liabilities and Net Worth (SALN) Form]

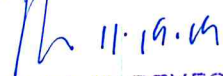
Department instead of rank and file employees, considering that SALN is crucial document that may even cause the impeachment or removal from office of high ranking government officials.

4. On **26 June 2019**, the DSWD - C.O RCC submitted the copies of duly accomplished SALNs of DSWD Central Office officials and employees together with a **Certification** that the same were reviewed and found compliant by the Review and Compliance Committee. On the same date, the duly accomplished SALNs of ten (10) DSWD Executive officials of the Department were submitted to the Office of the President (*copies attached for reference*).
5. The Review and Compliance Procedure is uploaded in the Transparency Seal page of the department at <https://transparency.dswd.gov.ph/> **since July 19, 2019**.

For your information.


LEONARDO C. REYNOSO

Certified True Copy:


MYRNA H. REYES
OIC, Division Chief
Records and Archives Mgt. Division

7 February 2019

MEMORANDUM

FOR : All Officials and Employees
DSWD-Central Office, Quezon City

FROM : The Officer-in-Charge
Human Resource Management and Development Service

SUBJECT : **FILING OF 2018 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

1. Pursuant to Section 8 (A) of Republic Act (RA) No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all DSWD officials and employees are required to file, under oath, their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, as well as those of their spouses and unmarried children under eighteen (18) years of age living in their households, on or before April 30 of every year thereafter.
2. In relation thereto, we are providing herewith the revised SALN Form as of January 2015, as provided under Civil Service Commission (CSC) Memorandum Circular No. 3, series of 2015, for you to accomplish and swear to before an officer authorized to administer oath, who can be: a Director, for rank and file employees; and an Assistant Secretary, an Undersecretary or the Secretary, for officials. We have also attached the Guidelines in the Filling-out of the SALN Form and the Amendment thereto pursuant to CSC MC. No. 3, Series of 2015. Said form and guidelines are downloadable from the CSC website (<http://www.csc.gov.ph>).
3. The deadline for filing the SALN for the year 2018 is April 30, 2019. Please submit **three (3) duly accomplished SALN forms, all original copies**, to the Personnel Administration Division (PAD) **on or before March 15, 2019** to give ample time for the Review and Compliance Committee to determine if the same have been properly accomplished, prior submission thereof to CSC (for rank and file employees and Directors) and to the Office of the President (for Senior Officials).
4. Non-submission or failure to file the SALN on the said deadline is subject to the following penalties:

First Offense	-	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	-	Dismissal from the service
5. For strict compliance.


CESAR A. AQUINO

DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126
Email: oscc@dswd.gov.ph Tel. Nos.: (632) 931-8101 to 07 Telefax: (632) 931-8191
Website: <http://www.dswd.gov.ph>

DRN: 00015985-S**MEMORANDUM FOR THE SECRETARY**

THRU : UNDERSECRETARY JOSE ERNESTO B. GAVIOLA
Office of the Undersecretary for General Administration and
Support Services Group, DSWD Central Office, Quezon City

FROM : THE CHAIRPERSON
SALN Review and Compliance Committee
DSWD Central Office, Quezon City

**SUBJECT : FILING/SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET
WORTH (SALN) FY 2018**

DATE : 15 MAY 2019

1. May we inform the Honorable Secretary of Civil Service Commission (CSC) Resolution No. 1300455 dated March 4, 2013 which requires the Review and Compliance Committee (RCC) to receive the Statement of Assets, Liabilities and Net Worth (SALN) of officials and employees, evaluate if the same is submitted on time, complete and in proper form, and submit the following lists to the head of agency, copy furnished the CSC:

- 1.1 List of officials/employees who filed their SALNs with complete data;
- 1.2 List of officials/employees who filed their SALNs but with incomplete data; and
- 1.3 List of officials/employees who did not file their SALNs.

2. Given the above, we are submitting the following lists relative to the submission of SALN for FY 2018:

- 2.1 List of officials/employees who filed their SALNs with complete data; and
- 2.2 List of officials/employees who did not file their SALNs.

As of this date, there is no official/employee who filed SALN with incomplete data.

3. The following compositions of the DSWD Central Office (CO)-RCC is based on the instructions of the then Assistant Secretary for GASSG during the said period:

Chairperson : Division Chief, Personnel Administration Division
Members : Division Chief, Human Resource Development Bureau (now HRMDS)
Division Chief, Internal Audit Service (IAS)
Secretariat : Personnel Administration Division staff

Considering, however, that SALN is a very significant document that may even cause the impeachment or removal from office of high ranking government officials, as we have seen in the recent past, we believe that the CO-RCC should be composed of higher officials of the Department instead of rank and file employees.

4. It may be worth mentioning that the RCC is yet to convene, pending the recommendation of the Human Resource Management and Development Service (HRMDS) to the Honorable Secretary to reconstitute the same¹. Nonetheless, to fulfill the functions of the RCC, the Personnel Administration Division (PAD) as the RCC Secretariat already reviewed the SALNs to determine who did and did not file their SALNs, hence, this list.
5. The undersigned has already issued Memorandum to officials and employees who have not filed their SALNs reminding them to submit within a non-extendible period of thirty (30) days from receipt of the Memorandum, in compliance to Section 3, Rule VIII of The Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended².
6. For the Honorable Secretary's information and reference.


CESAR A. AQUINO
Officer-in-Charge, HRMDS

CF: **Honorable Alicia Dela Rosa-Bala**
Chairman, Civil Service Commission

¹ A Memorandum dated 14 May 2019 was prepared for the Undersecretary for GASSG recommending the reconstitution of the DSWD Central Office RCC, which will be further recommended for approval of the Secretary. Once approved the reconstituted RCC shall convene immediately, for further review of the SALN before submission to CSC.

² Civil Service Commission Memorandum Circular No. 3, s. of 2013, "Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions (CSC Memorandum Circular No. 10 dated April 17, 2006)

**REVIEW AND COMPLIANCE COMMITTEE
RESOLUTION NO. 2019-01**

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
(SALN) AS OF DECEMBER 31, 2018 OF DSWD CENTRAL OFFICE OFFICIALS
AND EMPLOYEES**

Whereas, the Review and Compliance Committee (RCC) met on June 11, 2019 to discuss the review and submission of SALN as of December 31, 2018 of DSWD Central Office officials and employees.

Whereas, due to the close timelines, the committee agreed to proceed with the meeting in the absence of one of the members due to continuous official travel, given that the quorum is reached.

Whereas, the Department previously sought clarifications on the functions of the Review and Compliance Committee (RCC) from the Office of the Ombudsman. In a memorandum dated January 8, 2018, the said Office replied that the RCC is only responsible for checking the completeness, timeliness and use of proper form of the submitted SALNs. It further emphasized that the RCC is no longer responsible in checking the substance of what is stated in the SALN considering that the officials/employees sworn in oath of the truthfulness of their declaration.


Whereas, the Committee found the review done by the RCC Secretariat to be in order based on the above-stated advice by the Ombudsman.

NOW THEREFORE, the RCC hereby resolves that the SALN of Executive Committee (EXECOM) members and officials/employees, is being recommended for endorsement to the Office of the President and Civil Service Commission, respectively, subject to approval of list of filers or non-filers by the Honorable Secretary.

11 June 2019, Quezon City, Philippines.


CESAR AL AQUINO

Officer-in-Charge, Human Resource Mgt.
and Dev't. Service and Chairperson, RCC


JANIS M. PLACIDES
Supervising Admin. Officer
Member, RCC

ON OFFICIAL TRAVEL
ANTONIA C. ALCOBER
Internal Auditor II
Member, RCC

ATTESTED BY:


CONCHITINA Y. SEVILLA
OIC, HRMDS-PAD and Head, RCC Secretariat

26 JUNE 2019

HONORABLE ALICIA DELA ROSA-BALA
CHAIRMAN
CIVIL SERVICE COMMISSION
IBP ROAD, QUEZON CITY

CIVIL SERVICE COMMISSION Integrated Records Management Office	
JUN 27 2019	
Received by:	<i>[Signature]</i>
Time:	<i>1:40</i>

ATTENTION: **DIRECTOR MARIA LETICIA G. REYNA**
Integrated Records Management Office

Dear **CHAIRMAN BALA**:

In compliance to Rule VIII, Section 5 of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employee" (RULES) requiring transmittal of all submitted Statements of Assets, Liabilities, and Net Worth (SALNs), on or before June 30 of every year to the concerned offices, we are forwarding herewith the copies of SALNs of Central Office Officials and Employees (Directors and Rank and File) of the Department of Social Welfare and Development, together with the Summary List of Filers of CY 2018 SALN.

Thank you.

Very truly yours,


CESAR A. AQUINO
Officer-in-Charge
Human Resource Management and Development Service

26 JUNE 2019

HONORABLE SALVADOR C. MEDIALDEA
EXECUTIVE SECRETARY
OFFICE OF THE PRESIDENT OF THE PHILIPPINES
MALACANANG, MANILA



Dear **EXECUTIVE SECRETARY MEDIALDEA:**

As required under RA No. 6713, we are submitting herewith the Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2018 of the ten (10) executive officials of this Department.

There are eleven (11) officials who are required to submit SALN as of December 31, 2018, however, the Honorable Secretary of this Department already submitted his SALN through the Office of the Secretary, to that office last April 29, 2019, receiving copy is attached for reference.

Thank you.

Very truly yours,


CESAR A. AQUINO
Officer-in-Charge
Human Resource Management and Development Service