

DRN: HRMDS-PAD-A-COMM-23-07-10351-S**MEMORANDUM**

**FOR : ALL OFFICIALS AND EMPLOYEES  
DSWD CENTRAL OFFICE**

**FROM : THE UNDERSECRETARY, GASSG  
AND CO-RCC CHAIRPERSON**

**SUBJECT : SUMMARY REPORT ON THE SUBMISSION OF CY 2022 STATEMENT  
OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF DSWD  
CENTRAL OFFICE OFFICIALS AND EMPLOYEES**

**DATE : 06 JULY 2023**

Pursuant to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems<sup>1</sup> Memorandum Circular No. 2022-1 or the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 Under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016 (*Annex A*), specifically item 5.0 d. thereof, provides that to sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor and enforce compliance of requirements (*as indicated*) within their agencies, one of which is the **Submission and Review of Statement of Assets, Liabilities and Net Worth (SALN)**.

While the above-mentioned condition is no longer required in determining the overall PBB eligibility of agencies, compliance with the same shall be used as the basis in determining the eligibility of responsible units and individuals.

In view of this, please be informed that:

1. The deadline for filing of SALN as of December 31, 2022 is April 30, 2023 while the deadline for submission to repository agencies is June 30, 2023 pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2006 as supported by CSC Resolution No. 060231<sup>2</sup>. An Advisory on the submission of SALN through HRMDS Memorandum dated January 5, 2023 was routed through email to DSWD Central Office officials and employees on January 10, 2023.
2. The DSWD Central Office Review and Compliance Committee for SALN (CO-RCC) are being headed by the Undersecretary of GASSG as Chairperson and Assistant Secretary for Administration as Vice Chairperson per Special Order No. 1944<sup>3</sup> series of 2023 which was amended thru Special Order No. 2325<sup>4</sup> series of 2023.
3. The Personnel Administration Division (PAD), who serves as Secretariat of the CO-RCC, conducted preliminary review of SALN submissions from February 1-28, 2023. While conducting initial review of the SALNs, the PAD has sent out SALN Compliance Notices until March 15, 2023 to officials/employees who have incomplete data/for corrections on their SALNs.

<sup>1</sup> Administrative Order No. 25 s. 2011

<sup>2</sup> 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 Connections

<sup>3</sup> Reconstitution of the Central Office Review and Compliance Committee (CO-RCC) for SALN

<sup>4</sup> Amendment

4. As of December 31, 2022, there are twenty-five (25) Executive Committee (EXECOM) members and one thousand forty-two (1,042) Directors and rank and file employees for a total of one thousand sixty-seven (1,067) filers who are required to file SALN in the DSWD Central Office.
5. The CO-RCC convened on March 29, 2023 to discuss and deliberate the submission and review of SALN as of December 31, 2022 of DSWD Central Office officials and employees. As part of its agreement, the CO-RCC Resolution No. 2023-01<sup>5</sup> has been issued on April 4, 2023. The CO-RCC Members conducted final review of the submitted SALNs. Those SALNs of concerned personnel found needing corrections were issued with SALN Compliance Notices by the CO-RCC.
6. As of April 20, 2023, all returned SALNs were submitted to the CO-RCC Secretariat. However, one (1) employee failed to file SALN as of December 31, 2022. Given this, a total of 25 EXECOM members and 1,041 DSWD CO Directors and employees have filed their SALNs with complete data and 1 DSWD CO employee did not file SALN.
7. The duly accomplished SALNs were submitted to the repository agencies (i.e. OP for EXECOM Members and CSC for Directors and rank and file employees) on June 19, 2023.

For your information,

  
ATTY. EDWARD JUSTINE R. ORDEN

JMR/CYS/RGF/MBS/10023

<sup>5</sup> Amendment to SALN Referendum No. 2022-01

## SUMMARY REPORT ON THE SUBMISSION OF SALN CY2022 OF DSWD-CO OFFICIALS/EMPLOYEES

4 messages

Personnel Division <personnel@dswd.gov.ph>

Wed, Jul 19, 2023 at 3:01 PM

To: CO Advisory <co\_broadcast@dswd.gov.ph>, Central Office Advisory <co.advisory@dswd.gov.ph>

Dear All,

Respectfully providing you the attached **Summary Report on the Submission of CY 2022 Statement of Assets, Liabilities and Net Worth (SALN) of DSWD C.O Officials and Employees**, in compliance to one of the requirements for the Grant of Performance-Based Bonus (PBB) for FY 2022, specifically Item 5.0.d of the AO 25 Memorandum Circular 2022-1.

Note:

**Annex A - Memorandum Circular No. 2021-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.**

For your information/reference.

Thank you.

### PERSONNEL ADMINISTRATION DIVISION

Human Resource Management and Development Service

Department of Social Welfare and Development

Constitution Hills, Batasan Pambansa Complex

Quezon City, Philippines

Tel (+632)931-8101 loc.104

Tel Fax (+632)931-9137



**SUMMARY REPORT ON SUBMISSION OF SALN CY2022.pdf**

624K

Mail Delivery Subsystem <mailer-daemon@googlemail.com>

Wed, Jul 19, 2023 at 3:01 PM

To: personnel@dswd.gov.ph



### Address not found

Your message wasn't delivered to **co\_broadcast@dswd.gov.ph** because the address couldn't be found, or is unable to receive mail.

**LEARN MORE**

The response was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <https://support.google.com/mail/?p=NoSuchUser> g23-20020a2ea4b7000000b002b734c4fe20sor15531351jm.5 - gsmtp

Final-Recipient: rfc822; co\_broadcast@dswd.gov.ph

Action: failed

Status: 5.1.1

Diagnostic-Code: smtp; 550-5.1.1 The email account that you tried to reach does not exist. Please try

550-5.1.1 double-checking the recipient's email address for typos or

550-5.1.1 unnecessary spaces. Learn more at

550 5.1.1 <https://support.google.com/mail/?p=NoSuchUser> g23-20020a2ea4b7000000b002b734c4fe20sor1553135ljm.5 - gsmtp

Last-Attempt-Date: Wed, 19 Jul 2023 00:01:45 -0700 (PDT)

----- Forwarded message -----

From: Personnel Division <personnel@dswd.gov.ph>

To: CO Advisory <co\_broadcast@dswd.gov.ph>, Central Office Advisory <co.advisory@dswd.gov.ph>

Cc:

Bcc:

Date: Wed, 19 Jul 2023 15:01:07 +0800

Subject: SUMMARY REPORT ON THE SUBMISSION OF SALN CY2022 OF DSWD-CO OFFICIALS/EMPLOYEES

----- Message truncated -----

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Personnel Division <personnel@dswd.gov.ph>

Wed, Jul 19, 2023 at 3:04 PM

To: CO Advisory <co\_broadcast@dswd.gov.ph>, Central Office Advisory <co.advisory@dswd.gov.ph>

ERRATUM: Note:

**Annex A** - Memorandum Circular No. 2022-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

[Quoted text hidden]

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[Quoted text hidden]

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Mail Delivery Subsystem <mailer-daemon@googlemail.com>

Wed, Jul 19, 2023 at 3:05 PM

To: personnel@dswd.gov.ph



## Address not found

Your message wasn't delivered to **co\_broadcast@dswd.gov.ph** because the address couldn't be found, or is unable to receive mail.

**LEARN MORE**

The response was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <https://support.google.com/mail/?p=NoSuchUser> w23-20020a05651c119700b002b6fdb4a74sor9899791jo.2 - gsmtp

Final-Recipient: rfc822; co\_broadcast@dswd.gov.ph

Action: failed

Status: 5.1.1

Diagnostic-Code: smtp; 550-5.1.1 The email account that you tried to reach does not exist. Please try

550-5.1.1 double-checking the recipient's email address for typos or

550-5.1.1 unnecessary spaces. Learn more at

550 5.1.1 <https://support.google.com/mail/?p=NoSuchUser> w23-20020a05651c119700b002b6fdb4a74sor9899791jo.2 - gsmtp

DRN: HRMDS-PAD-A-COMM-23-01-00191-S

## MEMORANDUM

**TO : ALL OFFICIALS AND EMPLOYEES**  
DSWD Central Office

**FROM : THE UNDERSECRETARY**

**SUBJECT : FILING OF STATEMENT OF ASSETS, LIABILITIES, AND  
NET WORTH AS OF DECEMBER 31, 2022**

**DATE : 05 JANUARY 2023**

Pursuant to Section 8(A) of Republic Act No. 6713 or The Code of Conduct and Ethical Standards for Public Officials and Employees, all DSWD officials and employees shall file on or before the April 30th of every year, their sworn Statement of Assets, Liabilities, and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, including that of their spouse and unmarried children under 18 years of age living in their household.

Relative to this, we are providing the Revised SALN Form as of January 2015 (**Annex A**), as provided under Civil Service Commission (CSC) Memorandum Circular No. 3, series of 2015, together with the following supporting documents for your reference:

1. Sample accomplished SALN Form (**Annex B**);
2. CSC MC No. 2, series of 2013 with the Guidelines in the Filling out of the SALN Form (**Annex C**); and
3. CSC Memorandum Circular No.10, s. 2006 and CSC Resolution No. 060231<sup>1</sup> (**Annex D**).

The duly accomplished SALN Forms must be sworn before a notary public or any of the following officers authorized to administer an oath in accordance with Special Order No. 1575, s. 2022<sup>2</sup> (**Annex E**):

### For rank and file employees

1. Director; or
2. Head of Office/Bureau/Service/Special Project

### For Officials

1. Assistant Secretary;
2. Undersecretary; or
3. The DSWD Secretary.

<sup>1</sup> 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 Connections

<sup>2</sup> Delegation of Authority to Administer Oath for SALN Form

For DSWD Central Office (CO) employees under foreign scholarship, their SALNs may be sworn before the head of Philippine Embassy or Consular Office nearest their place of assignment.

In accordance with CSC Memorandum Circular No. 10, s. 2006 as supported by CSC Resolution No. 060231, the deadline for filing of the SALN for the year 2022 is **April 30, 2023**.

All DSWD officials and employees are therefore enjoined to submit **four (4)** duly accomplished SALN forms, **all originally signed**, to the Personnel Administration Division (PAD) **on or before January 31, 2023** to give ample time for the DSWD CO - Review and Compliance Committee to review and determine if the same have been properly accomplished, prior submission thereof to the Office of the President (For the Secretary, Undersecretaries and Assistant Secretaries) and the CSC (for rank and file employees and Directors).

In case of joint filing by spouses who are both in the government service, each should prepare a total of eight (8) original copies of his/her respective SALN so that each may submit four (4) original copies to their respective offices.

Non-submission or failure to file the SALN on the said deadline is subject to the following penalties:

- |                       |   |   |
|-----------------------|---|---|
| <b>First Offense</b>  | - | Suspension of one (1) month and one (1) day to six (6) months |
| <b>Second Offense</b> | - | Dismissal from the service                                    |

For your strict compliance.

  
ATTY. CHARLES FREDERICK T. CO

MATN/JMR/RGF/MBS/10023



Personnel Division &lt;personnel@dswd.gov.ph&gt;

**FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AS OF DECEMBER 31, 2022**

5 messages

Personnel Division <personnel@dswd.gov.ph>  
To: Central Office Advisory <co.advisory@dswd.gov.ph>  
Bcc: Madeline B Salamat <mbsalamat@dswd.gov.ph>

Tue, Jan 10, 2023 at 2:12 PM

To All Officials and Employees,

Please see attached files regarding the above subject.

The deadline of submission of four (4) originally-signed duly accomplished SALN forms to Personnel Administration Division (PAD) is **on or before January 31, 2023**.

Also, please be guided by the attached CSC Memorandum Circular No. 2, series of 2013 and SALN FAQs on the proper filling-out of the SALN form.

Thank you.

**PERSONNEL ADMINISTRATION DIVISION**

Human Resource Management and Development Service

Department of Social Welfare and Development










Constitution Hills, Batasan Pambansa Complex

Quezon City, Philippines

Tel (+632)931-8101 loc.104

Tel Fax (+632)931-9137

**9 attachments**

-  **MEMORANDUM ON THE FILING OF SALN AS OF DECEMBER 31, 2022.pdf**  
729K
-  **SALN Referendum No. 2022-01.pdf**  
2430K
-  **CSC SALN FAQs.pdf**  
2654K
-  **ANNEX A 2015 SALN Form.doc**  
94K
-  **ANNEX A 2015 SALN (Additional Sheets).doc**  
82K
-  **ANNEX B Sample Accomplished SALN Form.pdf**  
3024K
-  **ANNEX C CSC MC No. 02, s. 2013.pdf**  
1756K
-  **ANNEX D CSC MC No. 10, s. 2006.pdf**  
724K
-  **ANNEX E SO No. 1575 s. 2022 - Delegation of Authority to Administer Oath on SALN.pdf**  
453K

DSWD-Legal Service &lt;legal@dswd.gov.ph&gt;

To: personnel@dswd.gov.ph

Tue, Jan 10, 2023 at 2:23 PM

Dear Sir/Madam,

This is to acknowledge the receipt of your email.

Thank you very much.

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 30, 2018

(Required by R.A. 6713)

*Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.*

☒ **Joint Filing**      ☐ **Separate Filing**      ☐ **Not Applicable**

<b>DECLARANT:</b>	Dela Cruz                      Juan                      M.	<b>POSITION:</b>	Clerk V
	(Family Name)                      (First Name)                      (M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
<b>ADDRESS:</b>	1 Rizal St., Sampaloc, Manila	<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road, Batasan Hills, Quezon City
<b>SPOUSE:</b>	Dela Cruz                      Juana                      M.	<b>POSITION:</b>	Director II
	(Family Name)                      (First Name)                      (M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
		<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road Batasan Hills, Quezon City

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
Gabriel M. dela Cruz	1/2/2005	13
Michael M. dela Cruz	5/2/2010	9
Angelica M. dela Cruz	10/11/2017	2
N/A	N/A	N/A

### ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

#### 1. ASSETS

##### a. Real Properties\*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	
House and Lot (mort.)	Residential	1 Rizal St., Sampaloc, Manila	P800,000.00	P1,500,000.00	2003	Sale with mortgage	P5,000,000.00
Building (1/3 co-owned)	Commercial	1 Quezon Ave., Tandang Sora, Cavite	P1,200,000.00	P2,000,000.00	2000	Deed of Sale	P1,500,000.00
Farm lot	Agricultural	Brgy. Kaligayahan, Cavite	P900,000.00	P1,200,000.00	2010	Inherited	0
Lot	Mixed use	Santa Fe Subd., Brgy. Ana, Quezon City	P600,000.00	P800,000.00	2008	Deed of Sale	P1,300,000.00

**Subtotal: P7,800,000.00**

##### b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Condominium Unit (contract to sell)	2015	P500,000.00
Furniture	2000-present	P150,000.00
Appliances	2000-present	P200,000.00
Shares of stock	2013	P50,000.00

**Subtotal: P3,250,000.00**

**TOTAL ASSETS (a+b): P11,050,000.00**

\* Additional sheet/s may be used, if necessary.



**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dela Cruz	P800,000.00
Housing Loan	Pag-IBIG	P2,500,000.00
Contract to Sell	DMCI	P1,000,000.00
GSIS Multipurpose loan	GSIS	P60,000.00

**TOTAL LIABILITIES: P4,360,000.00****NET WORTH : Total Assets less Total Liabilities = P6,690,000.00**

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
Sea Travel and Tours	Agapito St., Sampaloc, Manila	Owner	2015
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

**RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Nadine Lustre	sister	Attorney V	Department of Education, Quezon City
James Reid	cousin	Property Officer III	Department of Public Works and Highway, Pasig
Anne Curtis	aunt	Health Officer	Municipality of Bukid, Batangas
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A


I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: 03/15/2019

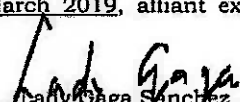
  
(Signature of Declarant)

Government issued ID: CSC ID  
ID No.: 123456  
Date issued: 01/02/2018

  
(Signature of Co-Declarant/Spouse)

Government issued ID: CSC ID  
ID No.: 987654  
Date issued: 01/05/2018

**SUBSCRIBED AND SWORN** to before me this 15 day of March 2019, affiant exhibiting to me the above-stated government issued identification card.

  
Lady Gaga Sanchez  
(Person Administering Oath)

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018  
(Additional sheet/s for the declarant)

**NAME:** Dela Cruz Juan M. **POSITION:** Clerk V  
(Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** Civil Service Commission

### ASSETS, LIABILITIES AND NET WORTH

#### 1. ASSETS

##### a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	
condominium	residential	SM Prima Towers, EDSA, Mandaluyong City	P1,000,000.00	P1,750,000.00	2016	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**Subtotal:** Php 0

##### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	P 50,000.00
Cash in bank	2000- present	P 800,000.00
Cash on hand	2018	P 200,000.00

**Subtotal:** Php 2,350,000.00

**TOTAL ASSETS (a+b):** Php 2,350,000.00

#### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

**TOTAL LIABILITIES:** N/A

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

## STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children  
below eighteen (18) years of age living in declarant's household)

NAME: Dela Cruz Juan M. POSITION: Clerk III  
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: Civil Service Commission

### ASSETS, LIABILITIES AND NET WORTH

#### 1. ASSETS

##### a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	
lot	agricultural	Brgy. Kaligayahan, Sto. Tomas, Batangas	P150,000.00	P210,000.00	2018	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

##### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/ AMOUNT
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

#### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing      ☐ Separate Filing      ☐ Not Applicable

<b>DECLARANT:</b>	(Family Name)	(First Name)	(M.I.)	<b>POSITION:</b>	
<b>ADDRESS:</b>				<b>AGENCY/OFFICE:</b>	
				<b>OFFICE ADDRESS:</b>	
<b>SPOUSE:</b>	(Family Name)	(First Name)	(M.I.)	<b>POSITION:</b>	
				<b>AGENCY/OFFICE:</b>	
				<b>OFFICE ADDRESS:</b>	

### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

### ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

#### 1. ASSETS

##### a. Real Properties\*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

**Subtotal:** \_\_\_\_\_

##### b. Personal Properties\*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

**Subtotal:** \_\_\_\_\_

**TOTAL ASSETS (a+b):** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**2. LIABILITIES\***

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

**TOTAL LIABILITIES:** \_\_\_\_\_**NET WORTH : Total Assets less Total Liabilities =** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

**RELATIVES IN THE GOVERNMENT SERVICE**

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: \_\_\_\_\_

(Signature of Declarant)

(Signature of Co-Declarant/Spouse)

Government Issued ID: \_\_\_\_\_  
 ID No.: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_

Government Issued ID: \_\_\_\_\_  
 ID No.: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_

*(Sample additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)*

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
                     (Family Name)                      (First Name)                      (M.I.)                      AGENCY/OFFICE: \_\_\_\_\_

### ASSETS, LIABILITIES AND NET WORTH

#### 1. ASSETS

##### a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

##### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

#### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION



# SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
(Sample additional sheet/s for the declarant)

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: \_\_\_\_\_

## ASSETS, LIABILITIES AND NET WORTH

### 1. ASSETS

#### a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: \_\_\_\_\_

#### b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: \_\_\_\_\_

TOTAL ASSETS (a+b): \_\_\_\_\_

### 2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: \_\_\_\_\_

## BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

5 JUNE 2023

**HONORABLE LUCAS P. BERSAMIN**  
EXECUTIVE SECRETARY  
OFFICE OF THE PRESIDENT OF THE PHILIPPINES  
MALACAÑANG, MANILA

**Office of the President**  
REPUBLIC OF THE PHILIPPINES

Sender's Copy



6-1723  
L

061923-MRO-63752

Dear **EXECUTIVE SECRETARY BERSAMIN:**

As required under RA No. 6713, we are submitting herewith the Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2022 of the twenty-five (25) Executive Officials of this Department.

There are twenty-four (24) DSWD officials who are required to submit SALN as of December 31, 2022. However, the Honorable Secretary of this Department was only transferred to DSWD Central Office on February 1, 2023, hence, he already submitted his SALN to the House of Representatives as his former government office on March 30, 2023 (copy included in this submission).

Herewith likewise is the Summary List of officials as filers with complete data for your information.

Thank you.

Very truly yours,

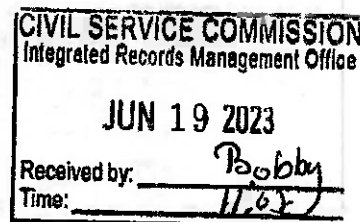
  
**JENNIFER M. RIZO**

Officer-in-Charge, Human Resource Management and Development Service



05 JUNE 2023

**HONORABLE KARLO ALEXEI B. NOGRALES**  
CHAIRPERSON  
CIVIL SERVICE COMMISSION  
IBP ROAD, QUEZON CITY



**ATTENTION: DIRECTOR IV NOREEN BOOTS GOCON-GRAGASIN**  
Integrated Records Management Office

Dear **CHAIRPERSON NOGRALES**:

In compliance to Rule VIII, Section 5 of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employee" (RULES), as amended, requiring transmittal of all submitted Statements of Assets, Liabilities, and Net Worth (SALNs) every year to the concerned offices, we are submitting herewith the following documents:


1. Summary List of Directors and Rank and File Employees as Filers with Complete Data;
2. Summary List of Directors and Rank and File Employees as Non-Filers;
3. Copies of SALNs of Directors and Rank and File Employees as of December 31, 2022; and
4. Certification of the Central Office-Review and Compliance Committee (CO-RCC) that the SALNs submitted were reviewed and found compliant.

Please be informed that a total of 1,041 DSWD Central Office Directors and employees filed SALN with complete data, 1 employee did not file SALN, and all 25 Executive Committee members filed SALN and were submitted to the Office of the President, for a total of 1,067 filers/non-filers broken down as follows:

Particulars	Number of Filers
Directors and Rank and File Employees who Filed their SALN with Complete Data	1,041
Directors and Rank and File Employees as Non-Filers	1
Executive Committee whose SALNs were submitted to the Office of the President (including the copy of SALN of the Secretary)	25
Total	1,067

Thank you.

Very truly yours,

  
**JENNIFER M. RIZO**

Officer-in-Charge, Human Resource Management and Development Service

**SPECIAL ORDER**

No. 1944  
Series of 2023

**SUBJECT : RECONSTITUTION OF THE CENTRAL OFFICE REVIEW  
AND COMPLIANCE COMMITTEE FOR STATEMENT OF  
ASSETS, LIABILITIES AND NET WORTH (SALN)**

The Department of Social Welfare and Development Central Office Review and Compliance Committee (CO-RCC) for Statement of Assets, Liabilities and Net Worth (SALN) of DSWD Central Office officials and employees is hereby reconstituted to be composed of the following:

COMPOSITION	
Chairperson	<b>Atty. Edward Justine R. Orden</b> Undersecretary for General Administration and Support Services Group
Vice Chairperson	<b>Assistant Secretary Ivy Grace S. Rivera</b> Assistant Secretary for Administration under General Administration and Support Services Group
Members	<b>Atty. Marijoy D. Segui</b> Director IV, Internal Audit Service
	<b>Atty. Leslie Rose A. Torres</b> Director IV, Legal Service
	<b>Ms. Jennifer M. Rizo</b> Officer-in-Charge, Human Resource Management and Development Service
Secretariat	Human Resource Management and Development Service – Personnel Administration Division (HRMDS-PAD)

The following are the functions of the CO-RCC:

1. Conduct final review and evaluate the SALN forwarded by the PAD if the same has been submitted on time, complete and in proper form; and
2. Discuss, review, sign Resolutions, Memoranda, reports and other relevant documents concerning SALN.

This Special Order shall take effect immediately and to continue until further orders.

All other Orders inconsistent herewith are hereby amended and/or revoked accordingly.

Let copies of this Order be distributed to all OBSUs in the Central Office and Field Offices for information and guidance.

Issued in Quezon City, Philippines.


Certified True Copy

Chilova Clarisse Alborno-Barraca  
Administrative Officer III

AS-PAMD

PAGE 1 of 1

DSWD Central Office, IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Philippines 1126  
Website: <http://www.dswd.gov.ph> Tel Nos.: (632) 8 931-8101 to 07 Telefax: (632) 8 931-8191

  
REX GATCHALIAN  
Secretary  
Date: MAY 12, 2023





Department of Social Welfare and Development  
DSWD-GF-010 | REV 01 | 17 AUG 2022

**SPECIAL ORDER**

No. 2325

Series of 2023


**SUBJECT: AMENDMENT**

Special Order No. 1944, series of 2023<sup>1</sup>, is hereby amended so as to designate Atty. Janus G. Siddayao, Assistant Secretary for Finance under General Administration and Support Services Group and Concurrent Officer-in-Charge of Legal Service, as **Member** of Central Office Review and Compliance Committee (CO-RCC) vice Atty. Leslie Rose A. Torres, pursuant to S.O. No. 2108, series of 2023.

Issued in Quezon City, Philippines.

  
**REX GATCHALIAN**  
Secretary  
Date: JUN 02 2023

Certified True Copy

  
**MYRNA H. REYES**  
OIC-Division Chief  
Records and Archives Mgt. Division

05 JUN 2023

<sup>1</sup> Reconstitution of the Central Office Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth (SALN)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
CENTRAL OFFICE - REVIEW AND COMPLIANCE COMMITTEE  
FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

**REFERENDUM NO. 2022-01**

**REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF  
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER 31  
OF EVERY YEAR AND THEIR DISCLOSURE**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine 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;

**WHEREAS**, Central Office - Review and Compliance Committee (CO-RCC) for SALN convened on May 10, 2022 to discuss the draft Review and Compliance Procedure in the filing and submission of SALN as of December 31 of every year and their disclosure.

**WHEREAS**, in accordance with the prescribed Guidelines in filling-out the SALN form by the CSC<sup>1</sup>, the Review and Compliance Procedure in the filing and submission of SALN in the Central Office and DSWD Field Offices (FO) shall be established as follows:

**1. Composition of Central Office (CO) and Field Office (FO) Review and Compliance Committee for SALN**

1.1. The CO-RCC for SALN shall be composed of the following:

<b>Composition</b>	
<b>Chairperson</b>	Undersecretary, General Administration and Support Services Group (GASSG)
<b>Vice Chairperson</b>	Assistant Secretary for Administration
<b>Members</b>	Director, Human Resource and Management Development Service (HRMDS)
	Director, Legal Service (LS)
	Director, Internal Audit Service (IAS)
<b>Secretariat</b>	Personnel Administration Division (PAD)

<sup>1</sup> CSC MC No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth (SALN) Form promulgated CSC Resolution No. 1300173 dated January 24, 2013

1.2. The Field Office - Review and Compliance Committee (FO-RCC) shall be composed of the following:

Composition	
Chairperson	Assistant Regional Director for Administration (ARDA)
Members	Assistant Regional Director of Operations (ARDO)
	Chief/OIC, Human Resource Management and Development Division (HRMDD) or Representative, Legal Unit
Secretariat	Personnel Administration Section (PAS)

## 2. Functions of CO and FO-RCC and its Secretariat

2.1 CO and FO-RCCs shall perform the following functions:

- a. Conduct final review and evaluate the SALN forwarded by the PAD/PAS if the same has been submitted on time, complete and in proper form.
- b. Discuss/Review/Sign Resolutions, Memoranda/reports and other relevant documents concerning SALN.

2.2 The PAD/PAS as the Secretariat shall perform the following functions:

- a. Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete in substance, and in proper form.
- b. Prepare a list of the following officials and employees in alphabetical order and submit to the CO-RCC/ FO-RCC for review to be submitted to the DSWD Secretary/Regional Director:
  1. Those who filed their SALN with complete data;
  2. Those who filed their SALN but with incomplete data; and
  3. Those who did not file their SALN.
- c. Return the SALN with incomplete data to the concerned employees through issuance of SALN Compliance Notice to be signed by the CO Vice Chairperson/FO-RCC Chairperson.
- d. Submit to the concerned offices (CSC or Office of the President for Central Office and Office of the Ombudsman for the Field Offices) the duly accomplished and reviewed SALN of DSWD CO and FO officials and employees with certification duly approved by the RCC that the same have been filed on time, complete, and in proper form on or before June 30 of every year.
- e. Facilitate posting in the Transparency Seal page the RCC review and compliance procedure on set timeline in coordination with the Information and Communications Technology Management Service/ Division/ Unit (ICTMS/ICTMD/ICTMU), as may be required by the Inter-Agency Task Force on the Harmonization of National Government (AO25) for the payment of the Performance Based-Bonus (PBB).
- f. Perform other related tasks e.g. preparation of meetings, draft/prepare minutes of meetings and other reports/ documents/ advisories/ resolutions.



### 3. Administrative Procedures on Submission/Filing of SALN

- a. The PAD/PAS shall prepare an advisory not later than January 31 of every year on the filing of SALN of DSWD CO and FO officials and employees, to remind filers of the deadline of submission, pertinent guidelines in the filing of SALN and updates to be signed by the CO-RCC Chairperson and Regional Director for FOs. The deadline for submission of SALN of DSWD officials and employees to PAD/PAS shall be on or before **January 31 of every year** to give ample time for the RCC to review the documents prior to submission to the repository agencies.
- b. SALN to be submitted must be in four (4) original copies, first copy shall be submitted to the repository agency, second copy shall be kept in file by the Secretariat, third copy must be kept in the declarant/filer's DSWD 201 file and the fourth copy shall serve as the receiving/personal copy of the declarant/filer. The SALNs shall be duly signed by the authorized personnel administering the oath which may be a notary public or delegated as follows:

#### For Central Office:

Declarant/Filer	Person to Administer Oath
Department Secretary	Undersecretary for General Administration and Support Services Group
Undersecretary	DSWD Secretary
Assistant Secretary	Cluster Head/Undersecretary
Director/OIC Director	Assistant Secretary or Undersecretary of their respective Cluster
Division Chief and below	Director/Head of Office/Bureaus/Services/Special Projects

#### For Field Offices:

Declarant/Filer	Person to Administer Oath
Regional Director	Assistant Regional Director for Administration (ARDA)
Assistant Regional Director (i.e. Assistant Regional Director for Administration (ARDA) / Assistant Regional Director for Operations (ARDO)	Regional Director
Division Chief and below	

- c. For Social Welfare Attaches and DSWD CO and FO employees under foreign scholarships, the authorized official to administer oath for their SALNs may be the head of Philippine Embassy or Consular Office nearest their place of assignment.
- d. In the absence of these authorized officials, the signing of SALN and the Certification thereof under oath may be administered before a duly commissioned Notary Public.

- e. Upon receipt of the accomplished SALN Forms, the PAD/PAS shall conduct preliminary review of the same until **February 28** to determine compliance of the employees in accordance with the guidelines set forth by the CSC. The Secretariat shall send out compliance notices signed by the Vice Chairperson for CO and Chairperson for FOs, from March 1 to 15, to those who have submitted but with incomplete data and to those who have not yet submitted. Filers will be given three (3) days upon receipt of the memorandum to comply with the submission and/or needed revision, so that on March 15, the SALNs shall be ready for compilation.
- f. After consolidating all the submitted SALN, the PAD/PAS shall prepare the list of employees in alphabetical order, with remarks who: (1) filed their SALNs with complete data; (2) filed their SALNs but with incomplete data; and (3) did not file their SALN. This will be presented to the RCC, which shall convene **not later than April 30 of every year.**
- g. During the RCC meeting mentioned above, the PAD/PAS shall distribute the SALNs of employees with complete data to the RCC Members to review the same within three (3) working days upon receipt thereof. A Memoranda signed by the RCC Chairperson to those falling under no. 2 and 3 of Item f above, if any, shall be included in the submitted report to cause the non-compliant officials or employees to comply with the needed information or submit their SALN with justification for non-compliance, within a non-extendible period of thirty (30) days from receipt of the Memorandum. Agreements of the meeting shall be captured by the PAD/PAS through a Resolution to be signed by the RCC.
- h. The PAD/PAS shall prepare the Resolution providing the final list of filers and non-filers for endorsement by the RCC Chairperson to the Secretary for CO and Regional Director for FO, for signature not later than **June 20 of every year or earlier**, for onward submission to OP for EXECOM (Secretary, Undersecretary and Assistant Secretary), to CSC (all other officials and employees), or Deputy Ombudsman (L/V/M) for regional officials and employees, not later than June 30 of every year together with the endorsement letter signed by the HRMDS Director/RD, Certification of Compliance to be signed by the RCC Chairperson and Members and the soft copy of the list signed by the DSWD Secretary to be sent through email as required CSC or Ombudsman.
- i. The Field Offices shall submit to the CO-RCC the copy of their SALN forms stamp-received by the Ombudsman after June 30 of every year.
- j. In case of joint filing of husband and wife who are both in the government service, both of them shall be considered declarants. The signature portion of the SALN indicates the space for the spouse as "Spouse/Co-declarant." All real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. The spouses shall prepare eight (8) original SALNs so that both declarants can submit original SALN to their respective agencies.
- k. The PAD/PAS as the Secretariat shall safekeep the SALN forms and will only be disclosed in accordance with law. Only the declarant may request for disclosure or a copy of his/her SALN. A requesting party, other than the declarant, must secure authority from the declarant, which will be presented to PAD/PAS as basis for retrieval or disclosure subject to applicable existing laws, rules and regulations. SALN will be issued three (3) working days upon receipt of the request.
- l. In cases where the declarant withholds consent to a requesting party for the disclosure of his/her SALN, the PAD/PAS shall advise the requesting party to officially request a copy of the SALN of any government official or employee with the concerned repository agency;

**NOW, THEREFORE**, in accordance with CSC Resolution No. 1300455 dated 04 March 2013<sup>2</sup> and by virtue of DSWD Special Order Nos. 1280 and 2015, series of 2022, the CO-RCC **RESOLVES, AS IT HEREBY RESOLVED**, to adopt the Review and Compliance Procedure in the filing and submission of SALN in the Central Office and DSWD Field Offices.

Done this 28<sup>th</sup> June 2022, Quezon City, Philippines.

**Central Office - Review and Compliance Committee  
for Statement of Assets, Liabilities and Net Worth  
(By Virtue of SO No. 1280, s. 2022 and SO No. 2015 s. 2022)**

*alsi7*

**ATTY. ADONIS P. SULIT, CESO II**  
Undersecretary, GASSG and  
Chairperson - CO-RCC

**ASST. SECRETARY RODOLFO M. SANTOS, CESO II**  
Assistant Secretary for Administration and  
Vice-Chairperson - CO-RCC

*plung*  
**DIR. LEONARDO C. REYNOSO, CESO III**  
Director IV, Human Resource Management  
and Development Service  
Permanent Member - CO-RCC

*[Signature]*  
**ATTY. GEORGINA RUBY B. GASCON**  
Director IV, Legal Service  
Permanent Member - CO-RCC

*[Signature]*  
**ATTY. PAUL ANTHONY A. TACORDA**  
OIC Director IV, Internal Audit Service  
Permanent Member - CO-RCC

*[Signature]*  
☒ Approved ☐ Disapproved

*[Signature]*  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary

Date: \_\_\_\_\_

Attested by:

*[Signature]*  
**ROWENA G. FLORENDO**  
CO-RCC Secretariat

<sup>2</sup> Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth (SALN)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
CENTRAL OFFICE - REVIEW AND COMPLIANCE COMMITTEE (CO-RCC)  
FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

**RESOLUTION NO. 2023-01**

**AMENDMENT TO SALN REFERENDUM NO. 2022-01**

**WHEREAS**, in accordance with Civil Service Commission (CSC) Resolution No. 1300455 dated 04 March 2013, the duly constituted Department of Social Welfare and Development (DSWD) Central Office - Review and Compliance Committee (CO-RCC) convened on March 29, 2023 to discuss/confirm the agreements of the CO-RCC in its first meeting which was held last January 4, 2023<sup>1</sup>;

**WHEREAS**, during this meeting, the Personnel Administration Division (PAD), as the CO-RCC Secretariat oriented the new CO-RCC Chairperson on the Review and Compliance Procedure for the filing and submission of SALN and their Disclosure or the CO-RCC Referendum No. 2022-01, provide updates on the agreements during the last CO-RCC meeting on January 4, 2023 and provide report on the submission/filing of SALN as of December 31, 2022 of DSWD Central Office officials and employees;

**WHEREAS**, the CO-RCC recommended to proceed with the issuance of Resolution to enhance/amend the SALN Referendum No. 2022-01 as previously agreed during their January 4, 2023 Meeting, as follows:

1. To recommend for the Amendment of Special Order No. 1575, s. 2022 or the Delegation of Authority to Administer Oath for SALN so as not to confine the signatories/Person Administering Oath to a certain head/official;
2. To remove the word "*substance*" from the function of the Secretariat, specifically under 2.2 (a) of the CO-RCC Referendum No. 2022-01, to read as: "*Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete, and in proper form*";
3. To remove the portion on the authority to administer oath for SALN of Social Welfare Attaches considering that the SWAtts of DSWD already transferred to the Department of Migrant Workers; and
4. To include the disclosure of the SALNs of officials and employees under investigation in the Department, provided that the request is upon lawful order of the court in relation to a pending case;

**NOW, THEREFORE**, the CO-RCC **RESOLVES** as it hereby **RESOLVED** to adopt the following amendments to the SALN Referendum No. 2022-01:

1. The following items/provisions of CO-RCC Referendum No. 2022-01 are hereby amended to read as follows:
  - Item 2.2. The PAD/PAS as the Secretariat shall perform the following functions:
    - a. *Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete, and in proper form.*

<sup>1</sup> Led by former CO-RCC Chairperson Charles Frederick T. Co, then GASSG Undersecretary

▪ Item 3. Administrative Procedures on Submission/Filing of SALN

- b. SALN to be submitted must be in four (4) original copies, first copy shall be submitted to the repository agency, second copy shall be kept in file by the Secretariat, third copy must be kept in the declarant/filer's DSWD 201 file and the fourth copy shall serve as the receiving/personal copy of the declarant/filer. The SALNs shall be duly signed by the authorized personnel administering the oath which may be a notary public or delegated as follows:

**For Central Office:**

Declarant/Filer	Official to Administer Oath
▪ Rank and File Employees	Director or Head of OBSSP
▪ DSWD C.O Officials	Assistant Secretary, Undersecretary or the Secretary.

The Secretariat shall prepare the S.O amending S.O No.1575, s2022.

- c. For DSWD CO and FO employees under foreign scholarships, the authorized official to administer oath for their SALNs may be the head of Philippine Embassy or Consular Office nearest their place of assignment.

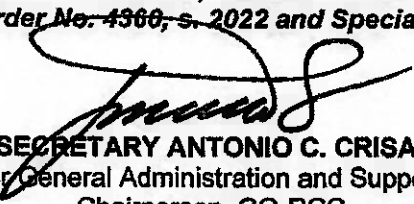
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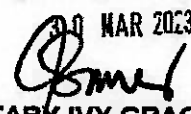
- m. The SALNs of officials and employees under investigation in the Department may be disclosed if it is legally ordered by a Court in relation to a pending case.

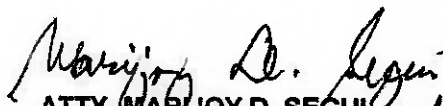
2. The CO-RCC is recommending the delegation of authority to sign the Special Order for the composition/reconstitution of Field Office Review and Compliance Committee (FO-RCC) to the Regional Director as the approving authority.

Done this 30<sup>th</sup> day of March 2023, Quezon City, Philippines.

**Central Office - Review and Compliance Committee  
for Statement of Assets, Liabilities and Net Worth  
(By Virtue of Special Order No. 4366, s. 2022 and Special Order No. 876, s. 2023)**

  
**UNDERSECRETARY ANTONIO C. CRISANTO JR.**  
Undersecretary for General Administration and Support Services Group  
Chairperson, CO-RCC

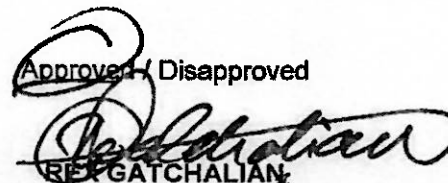
  
**ASST. SECRETARY IVY GRACE S. RIVERA**  
Assistant Secretary for Administration,  
General Administration and Support Services Group  
Vice Chairperson, CO-RCC

  
**ATTY. MARIJOY D. SEGUI**  
Director IV, Internal Audit Service  
CO-RCC Member

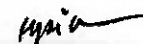
(Did Not Attend)  
**ATTY. MEGAN THERESE Y. MANAHAN**  
Director IV, Legal Service  
CO-RCC Member

  
**ATTY. KARL ADRIAN O. DIAZ**  
Attorney IV, Legal Service

(Pending Issuance of Special Order)  
**MS. JENNIFER M. RIZO**  
Officer-in-Charge, HRMDS  
CO-RCC Member

  
~~Approved / Disapproved~~  
**REX GATCHALIAN**  
DSWD Secretary  
Date: APR 04 2023

Attested by:

  
**CONCHITINA Y. SEVILLA**  
CO-RCC Head Secretariat



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**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF  
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**  
(Administrative Order No. 25 S. 2011)

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**MEMORANDUM CIRCULAR NO. 2022- 1**

March 24, 2022

**TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, CONGRESS, THE JUDICIARY, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, LOCAL WATER DISTRICTS, AND LOCAL GOVERNMENT UNITS**

**SUBJECT: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2022 UNDER EXECUTIVE ORDER (EO) NO. 80, S. 2012 AND EO NO. 201, S. 2016**

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**1.0 PURPOSE**

This Circular is being issued to prescribe the criteria and conditions on the grant of the PBB for FY 2022 performance, to be given in FY 2023. In FY 2021, a simplified scheme was adopted to strengthen the effectiveness of the existing incentive system and assist agencies in achieving the goals and expected outcomes of the government. Under the simplified scheme, the PBB criteria were classified according to the four dimensions of accountabilities. The good governance conditions were considered separate agency accountabilities. A scoring system for accomplishments was introduced, which also enables agencies to conduct self-assessment of their overall performance. The agency score was tied-up to the rates of incentives and higher threshold for individual performance rating was required in order to be eligible for the performance-based incentive.

The FY 2022 cycle shall continue to observe the simplified PBB scheme. The FY 2022 PBB will sustain focus on results especially on the delivery of agency performance commitments and optimum utilization of agency budget, and make stronger the roles of agencies in ensuring accountability for results of their delivery units. Further, the FY 2022 PBB shall measure and evaluate agency performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and strengthened agency stewardship. The FY 2022 PBB shall facilitate a more transparent and objective assessment of performance and timely release of the PBB to eligible agencies.

## 2.0 COVERAGE

The FY 2022 PBB covers all departments, bureaus, offices, and other agencies of the National Government, including Constitutional Commissions, Other Executive Offices (OEOs), Congress, the Judiciary, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs), and Local Government Units (LGUs). For the list of departments/agencies and SUCs enrolled in the FY 2022 PBB, please refer to *Annex 1: Master List of Departments/Agencies and State Universities and Colleges*.

2.1 The implementation of this Circular shall be done in close coordination with the following agencies:

- a. Department of Budget and Management (DBM) for the Departments and attached agencies;
- b. Office of the President-Office of the Executive Secretary (OP-OES), Office of the Cabinet Secretary (OP-OCS), and DBM for OEOs, including the OP-attached agencies and the GOCCs covered by the DBM;
- c. Commission on Higher Education (CHED) for SUCs;
- d. Governance Commission for GOCCs (GCG) for GOCCs covered by Republic Act (RA) No. 10149;
- e. Local Water Utilities Administration (LWUA) for LWDs; and
- f. Department of the Interior and Local Government (DILG) for LGUs.

Accordingly, consistent with this Circular, the DILG, the LWUA, and the GCG shall issue separate guidelines for the grant of the FY 2022 PBB for LGUs, LWDs, and GOCCs covered by RA No. 10149, respectively, containing the specific targets/requirements to be satisfied by their covered agencies.

2.2 The personnel of agencies holding regular, contractual, and casual positions are covered by this Circular. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services budget.

## 3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2022 PBB, each agency must satisfy the criteria and conditions under the four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria based on the PBB Scoring System as will be discussed in detail in Section 4.0.

Similar to FY 2021 PBB, the **Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA). The **Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization e.g., *through the ISO-certified QMS or its equivalent*, digitization, systems and procedures reengineering, and other related improvements. The **Financial Results** refer to the actual spending of the agency's budget allotment vis-à-vis the realization of the committed programs and projects

based on the FY 2022 GAA. The **Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public/client.

For FY 2022 PBB, the Agency Accountability requirements as discussed in Section 5.0 are retained and shall be used as the basis in determining the eligibility of responsible units and individuals.

#### 4.0 FY 2022 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria.

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

**4.1 Performance Results.** The targets under Performance Results enable agencies to concentrate their efforts and available resources on their mandates and core functions, as well as ensure delivery of high quality and high impact activities.

- a. For NGAs, GOCCs covered by the DBM, and SUCs, achieve each one of the Congress-approved performance targets under the PIB of the FY 2022 GAA;
- b. For GOCCs covered by RA No. 10149, achieve the physical targets reflected in their approved FY 2022 Performance Scorecard and eligibility requirements specified in a separate guideline to be issued by the GCG;
- c. For LWDs, achieve each one of the physical targets as identified by LWUA through separate guidelines; and,
- d. For LGUs, achieve the performance targets based on the Guidelines on the Grant of the PBB for LGUs to be issued by the DILG and DBM.

The agency performance in the achievement of targets shall be closely monitored through the use of the Unified Reporting System (URS) - generated Budget and Financial Accountability Reports (BFARs), which should be submitted in a timely

manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of DBM National Budget Circular No. 587, pursuant to Section 99, General Provisions of Republic Act No. 11639 (FY 2022 GAA), to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the agency for improving the lives of Filipinos.

BFARs will be used to monitor and validate agency accomplishments. For deficiencies or non-attainment of FY 2022 targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit (COA), the DBM, and the Bureau of Treasury (BTr), as applicable through the DBM URS, thirty (30) days after the end of the 4<sup>th</sup> quarter of FY 2022.

The requirements under Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)

- 4.2 Process Results.** The target under Process Results is the greater ease of transaction of core services based on mandated functions (external) covering government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions, and the administrative and supporting services (internal) within the agency.

The ease of transaction of critical external and internal services may be achieved through streamlining; standardization of core processes including those implemented at the Regional, Satellite, and Extension Offices; digitization *e.g.*, *by developing electronic or online paperless systems, new service delivery channels, contactless transactions*; and systems and procedures reengineering for faster, easily accessible, seamless, and more efficient public service delivery.

- 4.2.1 For FY 2022, the target will be substantive improvements in ease of doing business/ease of transaction with respect to two (2) critical services consisting of one (1) core service (external) based on the mandated function of the agency and one (1) support/administrative service (internal) as declared in the agency's/SUC's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.**

In the process of improving the services of agencies and in promoting the WOG approach in the bureaucracy, the ARTA enjoins all government agencies to adopt the WOG Reengineering Manual as a tool in the reengineering of government services which focuses on the reengineering of systems and procedures. It aims to support government agencies towards a new way of service delivery, giving better services for citizens



through improvements in government agencies working in a more integrated, WOG approach.

As defined in ARTA MC 2019-002-A<sup>1</sup>, the services may be categorized based on the following:

- a. **External services** - refer to government services applied for or requested by external citizens or clients or those who do not form part or belong to the government agency or office.
- b. **Internal services** - refer to government services applied for or requested by internal clients or individuals who are within the respective government agency or office, such as, but not limited to, its personnel or employees, whether regular or contractual. Internal services include services such as, but are not limited to, back-end/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorizing, or concession.

4.2.2 In selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), the following factors shall be considered. **The selected critical service is:**

- a. A **core service** which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The **most complained service** with the greatest number of complaints received by the agency and other complaints-handling agencies.
- c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A **service that generates income/revenue** for the government.
- e. A **service attributable to the Major Final Outputs (MFOs)/Programs** of agencies.
- f. A **service that involves inter-agency action** to complete the transaction.

4.2.3 The agencies and SUCs may use the concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted *initial Reengineering Plan* to ARTA as the basis in prioritizing areas for improvement. The results of the implemented reengineering plan shall be reported through *Annex 2: Modified Form A* which also contains a guide in accomplishing said form. Agencies and

<sup>1</sup> Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 s., 2019 Guidelines on the Implementation of the Citizen's Charter in Compliance with RA No. 11032



SUCs must report objectively verifiable evidence of achievements in ease of doing business/ease of transaction using Annex 2.

The report should highlight the tangible improvements **from the viewpoint of the transacting public/client** in terms of access, turnaround time, transaction costs, documentary and other requirements. Proof or evidence may be any of the following:

- a. ISO-QMS certification or equivalent certification, which covers the selected critical external and internal services. The ISO-QMS certification or equivalent certification of critical external and internal services of the agency must be valid as of 31 December 2022. The certificate must indicate the scope of certification. It is reminded that agencies must pursue continued certification, i.e., ensure that there is no gap or minimal gap in terms of the expiration of its previous certification and the effectivity date of its existing certification, except with justifiable reasons, *e.g., change of certification body which may cause a gap in the certification*. For specific details on the validation of ISO QMS certification submitted as evidence or requirement, and the list of the acceptable ISO QMS and equivalent certifications, please refer to *Annex 3 Guidelines* on the validation of ISO Quality Management System (QMS) Certification/Recertification.
- b. Most current and updated Citizen's Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies as prescribed by ARTA.
- c. Report on the digitization initiatives or digital transformation of external and internal services through the development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, contactless transactions, and other process improvements using information technology. The report should highlight the tangible results of digitization in terms of ease of doing business or ease of transaction from the point of view of the transacting public/client.
- d. Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services of the agency, including those implemented at the Regional, Satellite, and Extension Offices. The report should highlight the tangible results of standardization of the frontline and non-frontline services in assuring ease of transaction and doing business with the agency.

The requirements under Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS (Agencies and SUCs)				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

- 4.3 **Financial Results.** For agencies and GOCCs covered by the DBM, attainment of the FY 2022 Disbursement BURs; and for SUCs likewise achieve the FY 2022 Disbursements BUR and the FY 2022 Earmarked Income targets.

Targets under Financial Results reflect final payments made from the agency's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2022. Hence for FY 2022, agencies shall accomplish the following Disbursements BUR:

- 4.3.1 **Disbursements BUR** – is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in 2022, net of goods and services obligated by **December 31, 2021**, but paid only in 2022. The **total obligations** for MOOE and CO shall refer to those made from the current appropriations under the FY 2022 GAA and the continuing appropriations under FY 2021, respectively. The objective is to measure the disbursements for the obligations for MOOE and CO made in 2022 from all valid appropriations. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been actually utilized for payment, inspection and acceptance of goods delivered and services rendered. Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non-cash, excluding Personnel Services), net of payments made in 2022 for past years' obligations}}{\text{Total Obligations}}$$

- 4.3.2 **BUR for GOCCs is computed as follows:**

$$\text{Disbursements BUR} = \frac{\text{Total Actual Disbursement}}{\text{Total Actual Obligations (both net of Personnel Services)}}$$

- 4.3.3 **Agencies with fund transfers** either for operating or program subsidies or both shall also achieve and report the same Disbursements BUR for NGAs for all the subsidy releases for FY 2022 from the aforementioned appropriations sources.

#### 4.3.4 BUR for SUCs is computed as follows:

- a. **Disbursements BUR** is the same as the computation under Section 4.3a.
- b. Since all earmarked income of the SUCs (*e.g., trust funds, internally generated income, and revolving funds*) should benefit and improve the SUCs operations, its Disbursements utilization rates will also be reported following the formats in *Annexes 4, 4.1, and 4.2: FY 2022 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income*.

Same as the Performance Results, the agencies must ensure the submission of the quarterly BFARs through the DBM-URS, in a timely manner within thirty (30) days after the end of each quarter. The submitted FY 2022 Financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis in determining the FY 2022 BUR accomplishment of agencies.

The requirements under the Financial Results shall be assessed and scored as follows:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

- 4.4 Citizen/Client Satisfaction Results.** For NGAs, GOCCs covered by the DBM, and SUCs, accomplish and submit reports on the Citizen/Client Satisfaction Survey (CCSS), and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB); and for LWDs and GOCCs covered by RA No. 10149, accomplish and submit reports on Client Satisfaction or feedback system as prescribed by LWUA and GCG.

- 4.4.1 For evidence on the citizen/client satisfaction results, agencies may report the results of the CCSS using *Annex 5*. Said report should follow the prescribed requirements and rating scale as stated in *Annex 5*. The report should include a description of the methods and rating scale used in determining the FY 2022 Overall Satisfaction Score for its services. The agencies shall report the overall agency rating in the service quality dimensions and overall agency citizen/client satisfaction score for the reported services.

LWDs and GOCCs covered by RA No. 10149 shall report the results of their CCSS or feedback mechanism based on the standard methodology and corresponding questionnaire prescribed by LWUA and GCG.

- 4.4.2 **Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).** Agencies shall ensure the *resolution* of all complaints and grievances reported to Hotline #8888 and

CCB, and their *compliance* to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.

Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

To provide evidence on this, agencies may submit a report summarizing the Hotline #8888 and CCB complaints received in FY 2022 and their status if resolved or pending. The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the Office of the President, Presidential Management Staff, Civil Service Commission, and Presidential Communications Operations Office from Hotline #8888 and CCB databases, as well as the Freedom of Information (FOI) portals.

To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to *item IV of Annex 5* or with the definitions provided in *Section 2.4.2c of MC No. 2021-2*.

The requirements under the Citizen/Client Satisfaction Results shall be assessed and scored as follows:

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

**5.0 AGENCY ACCOUNTABILITIES.** To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies. *See Annex 6: FY 2022 Agency Accountability Timelines*

TABLE 6: AGENCY ACCOUNTABILITIES	
Existing Agency Accountabilities	<ul style="list-style-type: none"> <li>a. Updating of Transparency Seal</li> <li>b. Compliance to Audit Findings and Liquidation of Cash Advances</li> <li>c. Compliance with the Freedom of Information (FOI) Program</li> <li>d. Submission and Review of Statement of Assets, Liabilities, and Net Worth (SALN)</li> <li>e. PhilGEPS posting of all invitations to bids and awarded contracts (<i>Annex 7</i>)</li> <li>f. FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE)</li> <li>g. Posting of Indicative FY 2023 APP-non CSE</li> </ul>

TABLE 6: AGENCY ACCOUNTABILITIES	
	<ul style="list-style-type: none"> <li>h. FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (<i>Annex 8</i>)</li> <li>i. Results of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System</li> <li>j. Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects</li> </ul>
New Agency Accountabilities beginning FY 2022 PBB	<ul style="list-style-type: none"> <li>k. Designation of the Agency's Committee on Anti-Red Tape (CART)</li> <li>l. Compliance with the National Competition Policy (NCP)</li> </ul>

5.1 **Compliance of agencies on the designation of a Committee on Anti-Red Tape (CART)** pursuant to Section 1, Rule III of the Implementing Rules and Regulations of RA No. 11032 and in accordance with the issued ARTA Memorandum Circular 2020-007 or "Guidelines on the Designation of a CART".

5.2 **Directing the Adoption and Implementation of the National Competition Policy (NCP).** All agencies are directed to adopt and implement, following their respective mandates, the NCP and its key elements, as contained in the National Economic and Development Authority and Philippine Competition Commission (PhCC) Joint Memorandum Circular No. 01-2020, s. 2020. Covered agencies as identified in *Annex 9* shall:

- a. review at least one (1) policy, issuance, rules, and/or regulations relevant to market competition based on the application of the Competition Impact Assessment (CIA) by **30 November 2022**;
- b. designate a focal person/unit for NCP implementation;
- c. record attendance of a focal person and his/her team to trainings on the CIA tool and other competition law-related seminars; and
- d. provide a list of agency's policy issuances, rules and/or regulations relevant to market competition. *See Annex 9.1*

If there are no such relevant policy issuances, rules, and/or regulations, a certification signed by the head of agency stating that there is none, shall be submitted. *See Annex 9.2*

While the above-mentioned conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the validating agencies.

## 6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 For FY 2022 PBB, similar to FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

6.1.1 Based on Table 1, to be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) criteria. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3)

criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

- 6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2022 PBB.
- 6.2 Eligible DUs shall be granted FY 2022 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Section 7.0.
- 6.3 To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 6.4 Department Secretaries, Heads of OEOs, Chairpersons, and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2022 shall be equivalent to the rates as stated in Section 7.0 and shall be based on their monthly basic salary (MBS) as of December 31, 2022.
- 6.5 Non-ex officio Board Members of GOCCs covered by the DBM may be eligible to the PBB with the equivalent rates following Section 7.0 and these conditions:
- a. The GOCC has qualified for the grant of the FY 2022 PBB;
  - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
  - c. The Board Member has nine (9) months aggregated service in the position; and
  - d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016.
- 6.6 For SUCs, in case there is a change in leadership within the year, the SUC President who served the longest shall be entitled to the PBB with the equivalent rates following the provisions stated in Section 7.0.
- The PBB rate of the SUC President who served for a shorter period shall be based on the eligibility of the SUC where he/she served the longest.
- 6.7 To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- 6.8 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

- 6.9 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 6.10 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.12.
- 6.11 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
- 6.12 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>TABLE 7: LENGTH OF SERVICE AND PERCENTAGE OF PBB</b>	
<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation Leave;
  - e. Maternity Leave and/or Paternity Leave;
  - f. Vacation or Sick Leave with or without pay;
  - g. Scholarship/Study Leave; and/or
  - h. Sabbatical Leave.
- 6.13 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
- 6.14 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.



- 6.15 Officials and employees who failed to submit the 2021 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2022 PBB.
- 6.16 Officials and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2022 PBB.

## 7.0 RATES OF THE PBB

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% MBS of an individual as of December 31, 2022. For illustration, see Table 6 below:

<b>TABLE 8: RATES OF THE PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	<b>65%</b> 100% of the 65% monthly basic salary
95 points	<b>61.75%</b> 95% of the 65% monthly basic salary
90 points	<b>58.5%</b> 90% of the 65% monthly basic salary
85 points	<b>55.25%</b> 85% of the 65% monthly basic salary
80 points	<b>52%</b> 80% of the 65% monthly basic salary
75 points	<b>48.75%</b> 75% of the 65% monthly basic salary
70 points	<b>45.5%</b> 70% of the 65% monthly basic salary

## 8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 8.1 The quarterly BFARs of the agencies which will be used to assess and validate Performance Results shall be submitted through the DBM URS in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587 pursuant to Section 99 99, General Provisions of Republic Act No. 11639 (FY 2022 GAA). BFARs will be used to assess and validate Performance Results. Non-compliance thereto must be supported with relevant justification.
- 8.2 All agencies should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) on or before **February 28, 2023**, thru an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat).



- 8.3 Agencies shall ensure that all explanations and justifications for deficiencies are already attached in their submission.
- 8.4 The AO25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- 8.5 Agencies are encouraged to provide information to the AO25 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.
- 8.6 Agencies shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549<sup>2</sup>, agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof, and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2022 PBB requirement of the agency, to be complemented by a simplified *Annex 10: Report on Ranking of Offices/Delivery Units*.

For agencies with non-permanent positions or excluded from the coverage of the GMIS, a modified Form 1.0 shall be submitted to the DBM for review and evaluation.

## **9.0 EFFECTS OF NON-COMPLIANCE**

A Department/Agency/SUC/GOCC/LWD/LGU, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of this Circular.

## **10.0 COMMUNICATION AND CHANGE MANAGEMENT**

- 10.1 Head of Agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:
  - a. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
  - b. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.

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<sup>2</sup> Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System dated October 21, 2013

- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
  - d. Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee.
- 10.2 The Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the agency. The name, position, and contact details (e-mail, landline, facsimile, cellular phone) of PBB focal persons should be submitted to the AO25 Secretariat.
- 10.3 Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 10.4 The AO25 IATF shall maintain the following communication channels:
- a. AO25 Secretariat at [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)
  - b. RBPMS website [www.rbpms.dap.edu.ph](http://www.rbpms.dap.edu.ph)
  - c. Telephone: (02) 8400-1469, (02) 8400-1490, (02) 8400-1582
  - d. Facebook: [www.facebook.com/PBBsecretariat](https://www.facebook.com/PBBsecretariat)

#### **11.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES**

The Congress, the Judiciary, and Constitutional Commissions are encouraged to follow these guidelines to be eligible for the FY 2022 PBB.

#### **12.0 EFFECTIVITY CLAUSE**

This Memorandum Circular shall take effect immediately upon publication.

Certified true copies shall be posted on the RBPMS website (<https://rbpms.dap.edu.ph/>), DBM website (<https://www.dbm.gov.ph/>), and the Official Gazette (<https://www.officialgazette.gov.ph/>), and shall be filed at the University of the Philippines Law Center.

  
**TINA ROSE MARIE L. CANDA**  
 Officer-in-Charge, Department of Budget and Management

