

OCA CIRCULAR NO. 92-2017, April 18, 2017

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TO :

ALL JUDGES AND COURT PERSONNEL

SUBJECT:

FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

All Judges and court personnel are reminded that under R.A. No. 6713, otherwise known as An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes, Statement of Assets and Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) shall be filed on or before the 30th day of April of every year.

Section 8 (A) of Republic Act No. 6713 specifically states that:

All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households. (Emphasis and underscoring supplied.)

The SALN Form to be used and guidelines to be followed in filling up the said form are those prescribed under Civil Service Commission (CSC) Memorandum Circular (MC) No. 2, s. 2013, Re: Revised Statement of Assets, Liabilities and Net Worth (SALN) Form, as amended by CSC MC No. 03, s. 2015.

Further, the CSC promulgated CSC Resolution No. 1300174 dated January 24, 2013 amending Sections 3 and 4 of CSC Resolution No. 06-0231 dated February 01, 2006 and CSC No. 10 dated April 17, 2006, extending the period to correct/supply the desired information for those who have incomplete data in their SALNs and those who did not file/submit their SALNs, to a non-extendible period of thirty (30) days instead of three (3) days from receipt of the compliance order. The said amended sections in CSC No. 3, s. 2013 now read as follows:

Section 3. Ministerial Duty of the Head of Office to Issue Compliance Order.

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order.

Section 4. Sanctions for Failure to Comply/Issuance of a Show Cause Order.

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within

the given period pursuant to the directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 08, 2011. The offense of failure to file SALN is punishable under Section 46 (D) (8) of Rule X thereof, with the following penalties:

First Offense - Suspension of one (1) month and one (1) day to six (6) months

Second Offense - Dismissal from the service

Attached herewith are the sample of the blank SALN Form (revised as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015) to be used in the filling up of SALN and a copy of the guidelines in accomplishing the same. The SALN should be submitted in the proper form and duly accomplished on or before April 30 of every year to the herein office, as stated below:

Filer Receiving Office

RTC Judges, Officials and Employees - RTC Personnel Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA)

MeTC, MTCC, MCTC, MTC, SCC and SDC Judges, Officials and Employees - MTC Personnel Division, Office of Administrative Services (OAS), Office of the Court Administrator (OCA)

Moreover, the OAS-OCA will no longer distribute hard copies of the SALN Forms. Copies of the forms may be downloaded directly from the OCA website (www.oca.judiciary.gov.ph) and/or on CSC website (www.csc.gov.ph).

For strict compliance.

18 April 2017

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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