IMPOSITION OF PENALTIES FOR ACCOUNTABLE OFFICER'S NON-COMPLIANCE WITH IAD DEFICIENCIES

MEMORANDUM ORDER NO. 2018-001, August 15, 2018

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MEMORANDUM ORDER NO. 2018-001

Adopted: 20 June 2018
Date Filed: 15 August 2018

TO ensure the implementation and enforcement of the 2017 Civil Service Commission – Revised Rules on Administrative Cases in the Civil Service (CSC- RRACS) relative to the prompt issuance of the Central Office Clearance for retired/retiring LTO employees with unliquidated audit deficiencies are concerned, resulting from audit findings of the Management Division, the following guidelines shall be strictly observed in the imposition of penalties:

1. Retired employees with accountabilities. This Office shall take all the proper steps in the application of mitigating and aggravating circumstances (Section 53) and the manner of imposition (Section 54) as laid down by the
2017 CSC-RRACCS, with emphasis on the faithful appreciation for reduction of the minimum penalty.

2. Retirable employee/s within the year with accountabilities. They must settle their audit deficiencies within ninety (90) days prior to retirement. Otherwise, the Regional Office shall recommend the imposition of the corresponding penalty subject to the above-mentioned provisions of CSC- RRACCS, and in accordance with Memorandum Circular No. RTL-MC dated
17 June 2002k, which states:

"Failure on their part to settle with the audit findings after some reasonable time has been given shall mean filing of appropriate administrative case against them. The Regional Administrative Action Board (RAAB) shall then file the appropriate charges, conduct preliminary investigation and submit to the LTO Central Office their recommendation with all the pertinent documents and minutes of the hearing for final disposition."

3. Compliance to Audit Findings. This must be executed within ninety (90) days upon receipt of the Assistant Secretary's memorandum to the Regional Director. Otherwise, the RAAB shall conduct a preliminary investigation consistent with Memorandum Circular No. BGC-MC-00316 dated 15
November 2000 re: Guidelines to be Observed in the Disposition of
Administrative Cases.

Moreover, procedures in item no. 3, as well as the provisions of the Code of Conduct for Public Officers and Employees under Republic Act No. 6713 shall become operative on any deficiency pertaining to documentary requirements.

All previous issuances inconsistent with this Memorandum Order are hereby repealed or superseded accordingly.

For strict compliance.

(SGD) EDGAR C. GALVANTE
Assistant Secretary

Approved by:

(SGD) ARTHUR P. TUGADE
Secretary, Department of Transportation

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