

OCA CIRCULAR NO. 48-2019, April 01, 2019

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TO : ALL JUDGES AND CLERKS OF COURT, BRANCH CLERKS OF COURT AND ACTING CLERKS OF COURT

SUBJECT:

SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

Under OCA Circular No. 92-2017, all Judges and Court Personnel are reminded to file Statement of Assets, Liabilities and Net Worth (SALN) on or before the 30th day of April of every year in compliance with R.A. No. 6713, An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principles 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.

Section 3 of Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2013 states that:

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.

To ensure the strict compliance of all lower court officials and personnel with R.A. No. 6713, all JUDGES, CLERKS OF COURT, BRANCH CLERKS OF COURT AND ACTING CLERKS OF COURT are directed to require all court personnel within their respective areas of supervision to undertake the following:

1. Use the appropriate SALN Forms as prescribed by CSC Resolution No.1500088 promulgated on January 23, 2015;
2. Submit properly accomplished SALN Forms in accordance with the Guidelines in the Filling out of the Statement of Assets, Liabilities and Net Worth (SALN) Forms (Annex A). A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Accordingly, the following must be strictly observed:
 - a. All appropriate boxes must be filled up. Items not applicable to the filer should be marked N/A (not applicable).
 - b. All missing information must be supplied. If the required information is not available, indicate "No Data Available".
 - c. For married personnel whose spouse's signature cannot be obtained, indicate the reason.

3. Judges shall submit one (1) set of SALN Form to the Office of Administrative Services (OAS), Office of the Court Administrator (OCA). Before submission, Judges shall review and double check the entries of their own SALN Form to determine whether the same is accomplished in accordance with the preceding paragraph; and

4. Court personnel shall submit two (2) sets of SALN Forms. Before submission, Clerks of Court, Branch Clerks of Court and Acting Clerks of Court shall review their own SALN Forms and the SALN Forms of the court personnel within their respective areas of supervision to determine whether the same are accomplished in accordance with paragraph 2.

Two (2) separate sets of SALN Forms shall be endorsed to the OAS, OCA: one (1) set for transmitted by OAS, OCA, to the Deputy Ombudsman in their respective regions (Luzon, Visayas or Mindanao) and one (1) set for the OCA, Supreme Court.

For strict compliance.

1 April 2019

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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