

Republic of the Philippines
Department of Health
Regional Office 02
REGION II TRAUMA AND MEDICAL CENTER



16 Oct 2020

HOSPITAL ORDER NUMBER 819a, s. 2020

SUBJECT: Review and Compliance Procedure on the Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions in Region II Trauma and Medical Center (R2TMC)

1. REFERENCES:

- a) Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)
- b) CSC Resolution Nos. 1300455 and 1500088
- c) CSC Memorandum Circular No. 3, s. 2015
- d) CSC Resolution No. 06-0231 dated 01 February 2006
- e) IATF AO 25 Memorandum Circular No. 2018-1 dated 28 May 2018

2. PURPOSE:

This Department Order prescribes the procedures to be followed by the R2TMC Proper SALN Review and Compliance Committee in reviewing the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions to determine whether said statements have been submitted on time, are complete, and are in proper form.

3. POLICIES:

Government officials and employees occupy positions vested with public trust and are required to put public interest over and above his/her own.

As mandated under Section 8 of RA 6713 (Statements and Disclosures), public officials and employees have an obligation to accomplish and submit declarations under oath, and the public has the right to know, their assets, liabilities, net worth and financial and business interests, including those of their spouses and unmarried children eighteen (18) years of age living in their household.

The primary use of the information on the SALN Form is to exhibit transparency and accountability while in government service.

4. COMPOSITION AND FUNCTIONS:

4.1 SALN Review and Compliance Committee

The R2TMC SALN Review and Compliance Committee shall be composed of the following:

Atty. Zozimo P. Kimayong - Chairperson
Editha V. Aguinaldo – Vice Chairperson
Dr. Danilo Antonio A. Alejandro – Member
Liwliwa L. Laureta - Member
Janis M. Borja - Member
Edgar Bonavante - Secretariat

Functions:

4.1.a Oversee the implementation of the Review and Compliance Procedure in the Annual Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service.

4.1.b Evaluate whether the received SALNs and Disclosures of Business Interests and Financial Connections and Identification of Relatives in the Government Service are submitted on time, complete, and in proper form, and issue RCC certification.

4.1.c Render opinion regarding SALNs and Disclosures of Business Interests and Financial Connections and Identification of Relatives in the Government Service.

5. GENERAL GUIDELINES:

a. All officials and employees of R2TMC shall submit their Year End SALN the Secretariat of the Committee (Edgar Bonavante) on or before 15 January of every year. The Committee shall convene thereafter within 3 days to review and determine compliance.

b. Newly hired officials and employees shall submit their Entry. SALN within five (5) days upon assumption to Office.

c. Separated officials and employees (thru retirement/resignation/termination/ transfer) shall submit their SALN thirty (30) days prior the date of separation from the service.

6. PROCEDURAL GUIDELINES:

a. Step 1

All employees and staff shall submit the accomplished SALN Forms to SALN Committee Secretariat for initial review and checking as to completeness on its face then submit to the SALN Committee for final review.

b. Step 2

SALN Secretariat shall transmit to R2TMC Proper SALN Review and Compliance Committee to evaluate whether the received SALNs and Disclosures of Business Interests and Financial Connections and Identification of Relatives in the Government Service are submitted on time, complete, and in proper form, and issue RCC certification.

c. Step 3

The SALN Forms deemed to have been filed with complete data/information will be forwarded to the Legal Office for the administering of oath or notarization of the SALN:

d. Step 4

The SALN Committee, shall submit a list of employees in alphabetical order who -

- filed their SALNs with complete data/information
- filed their SALNs with incomplete data
- did not file SALNS

to the MCC, thru the R2TMC SALN Review and Compliance Committee, and copy furnished the Civil Service Commission, on or before 31 March of every year.

e. Step 5

Within five (5) days from receipt of the list, the Medical Center Chief II, shall 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 SALN to comply within a non-extendible period of thirty (30) days upon receipt of the said Order.

f. Step 6

The TWG on SALN shall submit the final list of employees in alphabetical order who -

- filed their SALNs with complete data/information
- filed their SALNs with incomplete data
- did not file SALNS

duly signed by the MCC, with the corresponding Certification signed by the members the R2TMC Proper SALN Review and Compliance Committee, to the Civil Service Commission, on or before 30 June of every year.

g. Step 7

HRMO shall transmit the original copies, or in any formed as required by the repository agency/offices, of the SALNs received, together with a certification that the SALNs were reviewed and found compliant by the R2TMC Proper Review and Compliance Committee on the following dates in their respective repository Offices:

Level	Dates of Filing	Repository Office
All Employees and Staff	On or before 30 April of every year	Ombudsman
	On or before 30 June of every year	Civil Service Commission

7. SANCTIONS:

Failure to correct/submit SALN's in accordance with the procedure and within the given period shall be a ground for disciplinary action. The Medical Center Chief II thru the SAO (Human Resource and Management Office (HRMO) shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule X, RACCS, with the following penalties:

Degree of Offense	Penalty
First Offense	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	Dismissal from the service

Officials and employees who fail to comply within the thirty (30) day period required to submit their SALN or who submit their SALN beyond the said period shall be considered as not having filed their SALN, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.

Failure of the Head of Office to comply with the provisions of CSC Resolution No. 06-0231 dated 01 February 2006 shall be ground for an administrative offense for Neglect of Duty which shall be punishable by suspension of one (1) month to one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

8. RESCISSION:

Any Order, Memorandum, Directive, Instruction inconsistent herewith are hereby rescinded or modified accordingly.

9. EFFECTIVITY AND IMPLEMENTATION:

This Department Order shall take effect as of this date and the submission of the SALN shall be implemented starting FY 2020.

Copies of this Hospital Order shall be furnished to all concerned R2TMC Offices and to be cascaded to all employees. The scanned copy shall be posted in the R2TMC Transparency Seal page.



NAPOLEON A. OBANA, MD, MHA, CEO VI
Medical Center Chief II