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Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Ombudsman Building, Agham Road, Diliman, Quezon City

MEMORANDUM

January 12, 2018

TO : ALL OMB OFFICIALS AND EMPLOYEES

**SUBJECT : FILING OF SWORN STATEMENT OF ASSETS,
LIABILITIES AND NETWORTH AS OF
DECEMBER 31, 2017**

In compliance with Section 8 of Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and its implementing rules, you are hereby reminded to prepare and submit your Sworn Statement of Assets, Liabilities and Networth and Financial Business Interests as of December 31, 2017 in the prescribed form to the Human Resource Management Officer concerned on or before April 30, 2018.

Relative to the above subject, the following officials are designated as administering officers of SALN:

Central Office:
Assistant Ombudsman Leilanie Bernadette C. Cabras

Office of the Special Prosecutor:
Special Prosecutor Edilberto G. Sandoval

Office for the Deputy Ombudsman for MOLEO:
Deputy Ombudsman Cyril E. Ramos

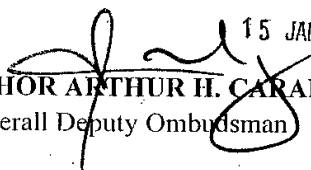
Office of the Deputy Ombudsman for Luzon:
Deputy Ombudsman Gerard A. Mosquera

Office of the Deputy Ombudsman for the Visayas:
Deputy Ombudsman Paul Elmer M. Clemente

Office of the Deputy Ombudsman for Mindanao:
Deputy Ombudsman Rodolfo M. Elman

Above-mentioned officials are also the designated members of the Review and Compliance Committee.

Forms may be obtained from the Human Resource Management Division and OMB Intranet. Filers are encouraged to submit earlier than the deadline to give sufficient time for the conduct of review before submission to the Civil Service Commission.


15 JAN 2018
MELCHOR ARTHUR H. CARANDANG
Overall Deputy Ombudsman

(032) 412-5340 Visayas - CEBU /
(082) 221-1210 Mindanao - DAVAO



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City 1104

OFFICE CIRCULAR No. 08
Series of 2019

**CREATION OF THE STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH
(SALN) REVIEW AND COMPLIANCE COMMITTEE
OF THE OFFICE OF THE OMBUDSMAN
AND PROMULGATION OF ITS RULES OF PROCEDURE**

In compliance with the Implementing Rules and Regulations (Rules) of Republic Act No. 6713 (RA 6713) on the filing, submission, and review of the Sworn Statement of Assets, Liabilities, and Net Worth (SALN), the Office of the Ombudsman hereby promulgates the following guidelines:

1. **Creation of the SALN Review and Compliance Committee.** A SALN Review and Compliance Committee (Committee) is hereby created, the chairperson and members of which shall be designated by the Ombudsman.
The Committee shall be assisted by a Secretariat for each area/sectoral office, the respective members of which shall also be designated by the Ombudsman.
2. **Functions of the Secretariats.** Each Secretariat, which shall have as a member the Head of the Human Resource Management Division or the Director of the Finance and Administrative Bureau, shall receive the SALNs of the officials and employees within its area/sector on or before April 30 of every year.
The Secretariats shall then evaluate the SALNs and prepare the following preliminary reports, to be submitted to the Committee on or before May 6 of every year:
 - i. Officials and employees whose SALNs are with complete data or are compliant with the *Guidelines in the Filling Out of the SALN Form* issued by the Civil Service Commission (CSC);
 - ii. Officials and employees whose SALNs are with incomplete data or are non-compliant with the *Guidelines in the Filling Out of the SALN Form* issued by the CSC;
 - iii. Officials and employees who did not file their SALNs.
3. **Powers and Functions of the Committee.** The Committee shall have the following powers and functions:
 - a. Verify the reports of the Secretariats, and review if the SALN filed is submitted on time, uses the prescribed form, and is complete.
 - b. Render an opinion relative to an official or employee who failed to file his SALN, or who filed a SALN with incomplete data or is non-compliant with the *Guidelines in the Filling Out of the SALN Form* issued by the CSC.
 - c. Facilitate the enforcement of the opinion rendered.
4. **Review and Compliance Procedure.** The Committee shall observe the following procedure:
 - a. Upon receipt of the SALNs with the corresponding reports of the Secretariats, the Committee shall verify the reports of the Secretariats.

- b. If a SALN is with incomplete data or is non-compliant with the *Guidelines in the Filling Out of the SALN Form*, the Committee shall render a written opinion and direct the official or employee to complete/correct his SALN accordingly within five (5) days from notice.
 - c. If an official or employee fails to file his SALN within the prescribed period, the Committee shall render a written opinion and direct said official or employee to submit his SALN within five (5) days from notice.
 - d. The Committee shall monitor compliance with the opinions rendered.
 - e. The Committee shall complete its review on or before May 15 of every year. It shall then prepare a final report indicating the list of officials and employees (1) whose SALNs are with complete data or are compliant; (2) whose SALNs are with incomplete data or are non-compliant, despite receipt of the Committee's opinion and directive to complete said SALN; and (3) who failed to file their SALNs, despite the Committee's directive to file such.
 - f. After completion of the review, the Committee shall return the original or the completed/corrected SALNs, as the case may be, to the HRMD or FABs, together with a copy of the final report for each respective area/sector. It shall also give clearance to the HRMD or FABs to proceed with the transmittal of the SALNs to the proper repository agencies under the Implementing Rules and Regulations of Republic Act No. 6713 and such other pertinent guidelines of the CSC.
 - g. The Committee shall submit its final report to the Ombudsman, copy furnished the CSC, on or before May 15 of every year.
5. **Ministerial duty of the Ombudsman to issue Compliance Order.** Within five (5) days from receipt of the final report of the Committee, it shall be the ministerial duty of the Ombudsman to issue an order requiring officials and employees who have incomplete data in their SALNs to complete/correct the desired information, and those who did not file their SALNs to comply, within a non-extendible period of thirty (30) days from notice.
 6. **Sanction for failure to comply with the Compliance Order.** Failure of an official or employee to correct or submit his SALN in accordance with the procedure and within the given periods outlined in the previous sections shall be a ground for disciplinary action.
 7. **Repeal of previous issuances.** All orders, memoranda, and circulars previously issued which are inconsistent with this Order shall be deemed repealed or modified accordingly.
 8. **Effectivity.** This Order shall take effect immediately.

For strict compliance.

_____ April 2019, Quezon City, Philippines.


SAMUEL R. MARTIRES
Ombudsman 4/22/19