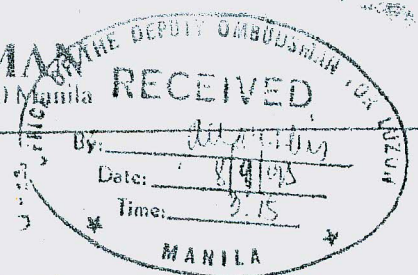


Republic of the Philippines
OFFICE OF THE OMBUDSMAN
176 Former MWSS Bldg., Arroceros Street, Ermita, 1000 Manila



MEMORANDUM CIRCULAR NO. 95- 13

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, ARMED FORCES OF THE PHILIPPINES INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND SUBSIDIARIES AND ALL OTHER CONCERNED.

SUBJECT : GUIDELINES/PROCEDURES ON THE FILING OF STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURES OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS WITH THE OFFICE OF THE OMBUDSMAN REQUIRED UNDER SECTION 8, REPUBLIC ACT NO. 6713.

I. PURPOSE

Pursuant to the provisions of Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Official and Employees (RA 6713), this Memorandum Circular is hereby issued to prescribe the manner/procedure of filing of statements of assets, liabilities and networth and disclosures of business interests and financial connections before the Area/Sectoral Offices of the Office of the Ombudsman.

II. COVERAGE

The Memorandum Circular shall apply to the following officials and employees:

- (1) Regional Officials and Employees of Departments, etc;
- (2) PNP Regional Officials and Employees;
- (3) Provincial elective and appointive officials and employees, e.g. Provincial Governor, members of the Sangguniang Panlalawigan, Provincial Treasurer and other low ranking employees in the province;
- (4) Municipal & City elective and appointive officials and employees, e.g. Mayors, SB members and barangay officials;
- (5) Regional Officials & Employees of Government-owned & controlled corporation and subsidiaries in the region e.g. DBP, LBP, PCIC, PNB, etc.;
- (6) Regional Officials & Employees of State Colleges & Universities, e.g. Vice-President, Deans, Professors, etc.;
- (7) Officers of AFP below the rank of Colonel and Naval Captain. (see attachment "A")

III. RESPONSIBILITY

The head of the office/agency regional or local government unit concerned shall ensure full compliance with the guidelines herein set forth.

The chief of the personnel division or in his absence the chief of the administrative division or the person designated by the head of the agency, shall be tasked to receive and consolidate the statement and disclosure and the submission of reports required herein.

IV. PROCEDURE

A. Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections

All public officials and employees concerned shall file their respective statements and disclosures with their respective chief of the personnel division or in his absence the chief of the administrative division or the person designated by the head of the agency, to be subsequently submitted to the respective area or sectoral offices of the Office of the Ombudsman as specified in Attachment "A" on this Circular.

In case of married persons (except those legally separated or those with regime of complete separation of property) who are both working in government, they shall jointly file the statement required herein and that copies thereof must be filed in both agencies where they are employed.

The officials and employees shall file the same:

1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his first day of service;
2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his last day of office.

The required statement and disclosure shall be reflected on the revised form (see Attachment "B") and shall be prepared in triplicate, the original copy to be submitted to the Office of the Ombudsman or its respective area/sectoral offices (Luzon, Visayas, Mindanao and Armed Forces), another copy to be attached to the official/employee's 201 file, and the last copy to be retained by the filer.

B. Submission of Summary Report

The administrative/personnel division shall consolidate all the statements/disclosure of the agency's officials and employees in a summary report (see attachment "C") to be certified by the head of the agency.

The summary report shall contain the following information:

1. Name of official/employee
2. Position
3. Date when said official/employee filed his/her Statement of Assets and Liabilities

The Summary Report, together with the statements and disclosures, shall be submitted/mailed on or before 31 May of every year to:

1st Copy	OFFICE OF THE DEPUTY OMBUDSMAN for LUZON Old MWSS Building 176 Arroceros St., Manila
	OFFICE OF THE DEPUTY OMBUDSMAN for VISAYAS Palace of Justice, Cebu City
	OFFICE OF THE DEPUTY OMBUDSMAN for MINDANAO Bangoy-Monte Verde Sts., Davao City
	OFFICE OF THE DEPUTY OMBUDSMAN AFP 2nd Fl., Malacañang Annex Bldg. 1610 J.P. Laurel St., San Miguel, Manila
2nd Copy	OFFICE FILE (Personnel Division)

As regards the filing of statement of assets and liabilities by public officials or employees who have first assumed office or have been separated from the service, the administrative/personnel division shall likewise consolidate all the statements/disclosure of the said officials and employees in a summary report (see attachment "C") to be certified by the head of the agency. The said summary report, together with the statements of assets and liabilities, shall be submitted fifteen days (15) upon receipt of Statement of Assets and Liabilities.

C. Submission of a verified report of those who failed to file their statements and disclosures

The administrative/personnel division shall likewise prepare a report indicating therein the list of officials and employees who failed to submit their

respective statements of assets and liabilities and networth and disclosures of business interests and financial connections.

The said report shall be under oath and shall be submitted in the same manner as prescribed in IV.B of this circular. (see attachment "D").

D. Monitoring of compliance with the guidelines setforth herein

The Office of the Ombudsman shall create a task force assigned to maintain a computerized database of all public officials and employees required to file their statement of assets and liabilities and to monitor full compliance therewith.

V. PENALTY CLAUSE

The head of agency and/or the chief of the administrative/personnel division, who failed to perform their duties as defined herein shall constitute obstruction defined and penalized under Section 36 of Republic Act No. 6770, otherwise known as the Ombudsman Act of 1989 and/or neglect of duty under Section 46, Chapter 7, Subtitle A, Title I, Book V of the Executive Order No. 292, otherwise known as the Administrative Code of 1987.

VI. EFFECTIVITY

This Memorandum Circular shall take effect after fifteen (15) days following the completion of its publication in a newspaper of general circulation.

Manila, Philippines, June 15, 1995.


FRANCISCO A. VILLA
Acting Ombudsman

OFFICIAL/EMPLOYEE	RESPONSIBLE PERSON/OFFICIAL WHO WILL TRANSMIT SAID STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND OTHER DOCUMENTS	OFFICE WHERE TO SUBMIT/FILE
1. President of the Philippines 2. Vice President of the Phil. 3. Chairman and Commissioner of Constitutional Commissions 4. Chairman & Commissioners of Commission on Human Rights	Executive Secretary Chief of Staff Executive Director and/or Personnel Officer - do -	Central Records Office of the Ombudsman Old MWSS Building 176 Arroceros St., Manila 1000
5. Regional Officials and Employees of Departments, etc	Regional Director and Administrative Officers	Deputy Ombudsman in their respective areas: (Region I-V and CAR - OMB-Luzon) (Region VI-VIII - OMB-Visayas) (Region IX-XI & ARMM OMB-Mindanao) (OMB - Central Records - National Capital Region)
6. PNP Regional Officials and Members	Director of Regional Command and Administrative Officer	OMB-Military Watson Building J.P. Laurel St. San Miguel, Manila
Provincial Elective and Appointive Employees, e.g. Prov. Governor, members of the Sanggunian Pambalawigan, Treasurer and other low ranking employees in the province;	Provincial Governors and Personnel Officers	Deputy ombudsman their respective areas: OMB-Luzon 4/F Old MWSS Building 176 Arroceros St. Manila 1000

(Form 1)
1994

SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS
AND IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE

As of December 31, 19____
(Required by R.A. No. 6713)

Surname _____ First Name _____ M.I. _____
Address _____

Position/Income _____
Office _____
Office Address _____

Spouse Name _____
Surname _____ First Name _____ M.I. _____

Position _____
Office _____

Unmarried Children below 18 years of age:

Name

Date of Birth

A. ASSETS, LIABILITIES AND NETWORTH

1. ASSETS

A. Real Properties

KIND	LOCATION	YEAR ACQUIRED	MODE OF ACQUISITION	NATURE OF PROPERTY (paraphernal, conjugal or community)	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION COST	
							LAND BUILDING ETC.	IMPROVEMENTS

Total ₱ _____

b. Personal and Other Properties

KINDS	YEAR ACQUIRED	ACQUISITION COST

Total ₱ _____

LIABILITIES (Loans, mortgages etc.)

NATURE	NAME OF CREDITORS	AMOUNT

Total ₱ _____

NETWORTH [Total Assets (1a + 1b) less
Total Liabilities (2)]

Total ₱ _____

(Note: Please use additional forms/sheets if necessary.
Also, please reproduce this form back to back)

Assets, Liabilities and Networth Summary Report

As of December 31, 20__

Attachment C

Office:

Address:

	NAME	PRESENT POSITION/ INCOME		Specific Date When Assumed In Office	Number of Years in Government	ASSETS	LIABILITIES	NETWORTH
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Prepared by:

Certified Correct:

(Letter Head)

C E R T I F I C A T I O N

This is to certify that the following officials/employees of this Office have failed to submit their Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections for the year _____ as required under Section B of Republic Act No 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.

<u>Name of Official/Employee</u>	<u>Designation/Position</u>
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This certification is being issued for whatever legal purpose it may serve.

(Place and Date of Issuance)

(Name of Administrative/Personnel Head)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 19____ at _____.

ADMINISTERING OFFICER

Note: Please use additional forms if necessary.

Distribution:

- original copy to Office of the Ombudsman, Central Records
- duplicate copy to Office of the Ombudsman, of their respective Regions
- triplicate copy to office file (Personnel Division)