



Statement of Assets, Liabilities and Net-worth Review and Compliance Procedure

I. Objectives

- To enjoin all GSCWD officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net-worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;
- To ensure that the assets, liabilities and net-worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed.

II. Definition of Acronyms/Terms

Absolute Community	Refers to marriages celebrated from August 3, 1988 (effective of the Family Code if the Philippines) and onward.
Acquisition Cost	Amount of money paid to acquire or own something. This also refers to the amount of expenses incurred for improvements introduced on a real property. For purposes of computing the declarant's net worth, the acquisition cost shall be made the basis thereof.
Affinity	Refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband.
Assessed Value	For purposes of declaration in the SALN, this refers to the amount indicated in the tax declaration of the real properties involved.
Asset	Refers to declarant's real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
Balae	Refers to the parent of the declarant's son-in-law or daughter-in-law.
Bilas	Refers to a declarant's brother-in-law's wife or sister-in-law's husband.
Business Interest	Refer to a declarant's existing interest in any business enterprise or entity, aside from his/her income from the government. This also includes those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household
Capital Property	Refers to the properties exclusively owned by the husband.
Community Property	Refers to all properties owned by the spouses at the time of the celebration of marriage or acquired thereafter, subject to the exceptions provided for by law (Article 91, Family Code of the

	Philippines).
Conjugal Partnership	Refers to marriages celebrated prior to August 3, 1898.
Consanguinity	Refers to the relationship by blood from the same stock or common ancestor.
CSC	Civil Service Commission
Fair Market Value	For purposes of declaration in the SALN, this refers to the amount indicated as market value in the tax declaration of the real properties concerned.
Financial Connections	Refers to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
First degree of affinity	Includes the declarant's father-in-law and mother-in-law.
First degree of consanguinity	Includes the declarant's father, mother, son/s, and daughter/s.
Fourth degree of consanguinity	Relatives in the fourth degree of consanguinity include the declarant's first cousins.
Improvements	Refer to all works that are constructed or introduced to the land, or repairs or improvements made to the land or building after its initial acquisition. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached.
Inso	Refers to the appellation for the wife of an elder brother or male cousin.
Liability	Refers to financial liability or anything which can result to a transfer or disposal of an asset. It includes not only those incurred by the declarant, but also those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. Nature of liability refers to the type of loan obtained from banks, financial institutions, GSIS, PAG-IBIG and others, such as personal, multi-purpose, salary, calamity loan, etc.
Nature of business interest and/ or financial connection	Refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like
Outstanding Balance	Refers to the amount of money which the declarant still owes on his or her loan as of December 31 of the preceding calendar year.
Paraphernal Property	Refers to the properties exclusively owned by the wife.
Personal Properties	Refers to jewelry, appliances, furniture, motor vehicles, and other tangible/movable properties. This also includes investments or other assets, such as cash in bank, negotiable instruments, securities, stocks, and bonds.

R.A.	Republic Act
Real Properties	Refer to properties which are immovable by nature. For the purpose of SALN, the kind of real properties are classified according to their use: residential, commercial, agricultural, industrial, or mixed use and the alike
Relatives in the Government	Refer to the declarant's relatives up to the 4 th civil degree of relationship, either by consanguinity or affinity, including bilas, inso, and balae.
SALN	Statement of Assets and Liabilities, and Net worth
Second degree of Affinity	Includes the declarant's brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, granddaughter-in-law and grandson-in-law
Second degree of consanguinity	Includes the declarant's brother, sister, grandmother, grandfather, grandson and granddaughter
Third degree of affinity	Includes declarant's nephew-in-law, niece-in-law, uncle-in-law, auntie-in-law.
Third degree of consanguinity	Includes the declarant's nephew, niece, uncle and aunt.

III. Coverage

All Employees (Regular, Temporary and Casual) and Board of Directors of GSCWD shall file under oath their Statement of Assets, Liabilities and Net-worth, Disclosure of Business Interest and Financial Connections regardless of appointment status.

IV. SALN Form

a. Applicable laws

For purposes of accomplishing and declaring SALN and to determine whether said statements have been submitted on time, are complete, and are in proper form, GSCWD used the following references:

- Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC MC No. 03 Series 2015 – Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth [SALN] Form)
- CSC Resolutions Nos. 1300455 and 1500088

b. Contents

1. BASIC INFORMATION

- a. Husband and wife who are both public officials and employees may file the required statements jointly or separately.
- b. In case the declarant is single or married but whose spouse is not in the government service, he/she shall check the box marked as "Not Applicable."
- c. The declarant shall provide information on his/her address. However, whenever a third party requests for a copy of the SALN Form of the declarant, the agency has the option to shade the declarant's address for purposes of security.
- d. Declarant must provide the information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.

2. ASSETS, LIABILITIES AND NET WORTH

- a. Assets include those within or outside the Philippines, whether real or personal and whether used in trade or business.

REAL PROPERTIES

- b. Declaration of real properties shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon.
- c. The declarant shall indicate a description of the real properties, whether it is a land only or land with building, a house and lot, condominium unit, or an improvement such as an extension or garage, and the like.
- d. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached.
- e. The declarant shall indicate those real properties which are already titled or registered under his/her name, the name of his/her spouse or under the name of his/her unmarried children below 18 years of age and living in the declarant's household. However, real properties already covered by a deed of sale, inherited or subject of an

extrajudicial settlement of estate but not yet titled under declarant's name shall also be disclosed.

- f. In the case of properties received gratuitously, e.g. donation or inheritance, no acquisition cost shall be declared. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.

PERSONAL PROPERTIES

- g. Declaration of personal properties shall include mode, year and cost of acquisition, or the value or amount of said personal properties.
- h. Personal properties collectively acquired or are of minimal value may be declared generally or collectively. In which case, the declarant may write/indicate "various years" under the column for Year Acquired.
- i. Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of December 31 of the preceding calendar year.
- j. The amount of money/cash in bank to be declared should be the last balance as of December 31 of the preceding year.
- k. In case of properties which are co-owned with other individuals, the declarant shall disclose the proportionate amount of his share in the property.
- l. With regard to properties subject of a contract to sell, the amount already paid shall be declared as personal property.
- m. Properties which are subject of either a chattel or real estate mortgage shall be declared in the SALN Form. The acquisition cost to be declared shall be the actual purchase price, and the liability to be declared shall be the outstanding balance of the loan as of December 31 of the preceding year.

LIABILITIES

- n. Under liabilities, the nature of liability, name of creditors and the outstanding balance shall be indicated. The outstanding balance shall refer to the amount of money that is still due as of December 31 of the preceding calendar year.
- o. Nature of liability refers to the type of loan obtained from banks, financial institutions, GSIS, PAG-IBIG and others, such as personal, multi-purpose, salary, calamity loan and the like.

3. COMPUTATION OF NET WORTH

- p. Net worth is the sum of all assets (real and personal) less total liabilities.
- q. Acquisition cost shall be used in computing the net worth for real and personal properties.
- r. Excluded in the computation of real and personal properties are the properties of unmarried children below 18 years of age living in the declarant's household.
- s. If the spouse of the declarant is not a public officer or employee, the latter's paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- t. If the spouse of the declarant is a public officer or employee, but who chose to separately file his/her SALN, his/her paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- u. In case of joint filing, the total assets of the spouses shall include their respective paraphernal or capital properties.
- v. In case of joint filing, the declarant's total net worth and that of his/her spouse shall be the difference between the total assets (real and personal properties) less the total liabilities.

4. FINANCIAL CONNECTIONS AND BUSINESS INTERESTS

- a. The declarant, including that of his/her spouse and unmarried children below eighteen (18) years of age living in declarant's household, shall declare their existing interest or connection in any business enterprise or entity, aside from income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.
- b. In case there are no existing business interests and financial connections in any business enterprise or entity, the declarant shall check the appropriate box in the form.

5. RELATIVES IN THE GOVERNMENT SERVICE

- a. The declarant shall disclose his/her relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity. The disclosure shall also state his/her relationship with the relative,

the position of the relative as well as the name of office/agency and address.

- b. In case the declarant and his/her spouse jointly file their SALN, they shall indicate all their relatives within the fourth civil degree, either by consanguinity or affinity, and shall include the above-mentioned information.
- c. In case the declarant has no relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity, including bilas, inso and balae, the declarant shall check the appropriate box in the form.

6. OTHER MATTERS

- a. In case of joint filing, the declarant and his/her spouse shall sign in the spaces provided for just below the certification.
- b. If the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN.
- c. In case of non-compliance with the signature of the spouse, an explanation should be attached to the SALN Form for such noncompliance.
- d. The declarant is strictly required to fill all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable."
- e. Declarant must secure a valid Government issued Identification Card to be reflected on the certification and signature portion.
- f. Filling up of the form may be handwritten, computerized or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he/she chose to fill up the form by handwriting.
- g. Additional sheets may be used, if necessary. The additional sheet shall indicate the name of the declarant, his/her position and agency name, the year covered by the SALN, and which shall be signed on each page.
- h. Pagination should be indicated in case of additional sheets are used to avoid insertions or pulling out of sheets.
- i. No unnecessary markings on the SALN Form.

V. Filing and Submission of SALN

a. Timeline

All employees (regular, temporary and casual) and Board of Directors shall file under oath their SALN and Disclosure of Business Interest and Financial Connections, to wit:

- Officers/ Employee: On or before 30 March of every year in which the statement must be reckoned as of the end of the preceeding year;
- New Employee: Within thirty (30) days after hiring, statements must be reckoned as of his/her first day of service;
- Separated Employee: Within thirty (30) days after separation from service, statements must be reckoned as of his/her last day of office

Officials and Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. A notice will be posted a month before the deadline of submission to avoid non-filing and non-submission of the SALN.

b. Persons authorized to review submitted SALN

The SALN Review and Compliance Committee shall be designated to receive and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

Accomplished SALNs shall be submitted to the representative per Department of the SALN Review and Compliance Committee on or before the abovementioned date.

c. Duties and Responsibilities of SALN Review and Compliance Committee

Pursuant to IATF Memo Circular 2018-1, GSCWD established the SALN Review and Compliance Committee through OGM Memo No. 57 series 2018. The committee shall function as follows:

- To establish SALN Review and Compliance Procedure and make amendments thereof when necessary;
- To receive, evaluate and render an opinion interpreting the provisions on the established review and compliance procedure;
- To prepare list of employees, in alphabetical order to be submitted to the Head of the SALN Review and Compliance Committee on or before April 30 of every year, to wit:

- Those who filed their SALNs with complete data;
 - Those who filed their SALNs but with incomplete data;
 - Those who did not file their SALNs.
- To recommend filing of administrative sanction to the HR Department for non-filing and non-submission of SALN.
 - To disseminate, through the HRMD, to all employees and officers concerned the established guidelines and procedures in the accomplishment of SALN.
 - The General Manager or his duly authorized representative, Chairman of the SALN Review and Compliance Committee, shall review all submitted SALNs and shall affix his/her signature as the Person Administering Oath.

VI. Sanctions on Non-Submission of SALN

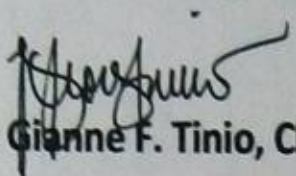
- a. Employees – Failure of an official or employee to submit his/her SALN shall constitute a violation of Section 8 of R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.
- b. Head of Agency – Any head of the agency who shall fail to comply with the CSC Memorandum Circular No. 10, s. 2006, in relation to the Review and Compliance Procedure in the Filing an Submission of the SALN Form shall be liable for Simple Neglect of Duty, which shall be punishable by 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.

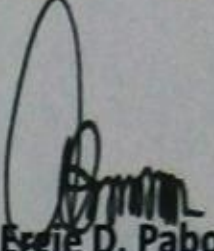
VII. Transmittal of Accomplished SALN

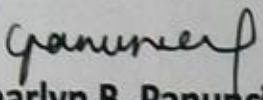
The Chairman of the SALN Compliance and Review Committee shall endorse all accomplished SALNs to the HR Department/SALN Review and Compliance Committee Secretariat which shall in turn be transmitted, on or before May 15 of every year, to the Deputy Ombudsman in Mindanao and Civil Service Commission, respectively.

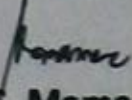
VIII. Effectivity

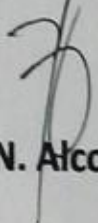
Implementation of these guidelines and procedures shall take effect on August 6, 2018.

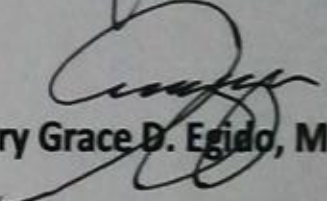

Revie Giianne F. Tinio, CPA

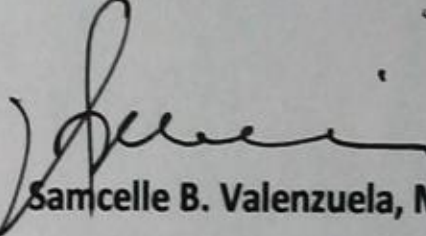

Ergie D. Pabon, ABE

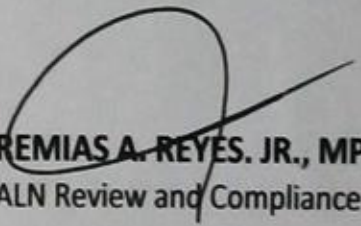

Charlyn B. Panunciar

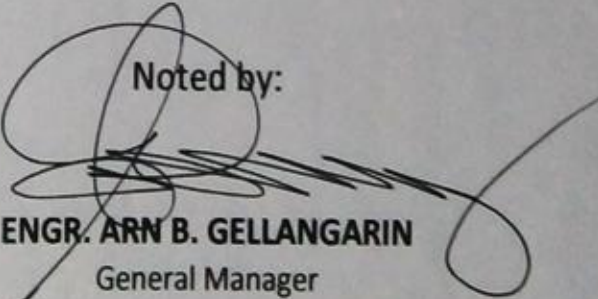

Reinalyn G. Mamac, ABE


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Noted by:

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General Manager