

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

December 4, 1995

DECS O R D E R
No. 74, s. 1995

**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**

To: Undersecretarie
Assistant Secretaries
Bureau/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. For the information and guidance of all concerned, inclosed is a copy of Memorandum Circular No. 95-13 dated June 15, 1995 of the Office of the Ombudsman, Manila entitled "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".

2. Attention is invited to the following provisions of the Circular, to wit:

- a. "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" of this Circular.
- b. "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 the copies thereof must be filed in both agencies where they are employed.
- c. "The officials and employees shall file the same:
 - 1) Within thirty (30) days upon 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

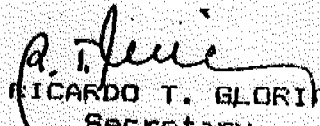
3) Within thirty (30) days after separation from the service, statement of which must be reckoned as of his last day of office.

d. "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 office (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.

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

f. "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."

3. It is requested that this Order be given immediate and wide dissemination, for compliance.


RICARDO T. GLORIA
Secretary

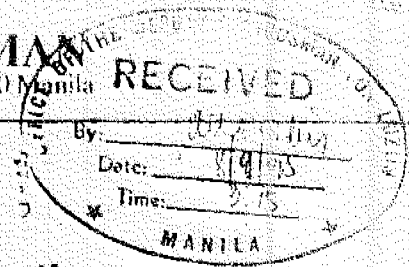
Incl.: As stated

References: DECS Orders: Nos. 53 and 56, s. 1989

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
LEGISLATION
OFFICIALS
RULES & REGULATIONS



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-Monteverde 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.

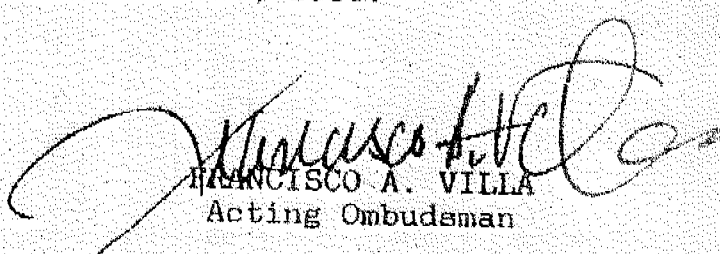
V. PENALTY CLAUSE

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

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Do you have any business interest and other financial connections including those of your spouse and unmarried children below 18 years of age living with you in your household?
 Yes | No If yes, given particulars;

NAME	NAME OF FIRM/CORPANT	ADDRESS	NATURE OF BUSINESS INTEREST AND/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OR CONNECTION

C. Identification of Relatives in the Government Service

To the best of your knowledge, are you related within the fourth degree of consanguinity of affinity to anyone working in the government? | Yes | No If yes, give particulars.

NAME	POSITION	RELATIONSHIP	NAME/ADDRESS OF OFFICE

I hereby certify to the best of my knowledge and information, that these are true statements of my assets, liabilities, networth, business interests and financial connections including those of my spouse and unmarried children below 18 years of age and those of my relatives in the governments as of December 31, 19___, as required by and in accordance with Republic Act 6713.

I hereby authorize the Ombudsman or his authorized representatives to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue, such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in the government.

Date _____, 19___

Signature of Spouse _____

Signature _____

RF: _____

TIN: _____

na. Cert No. _____
 issued at : _____
 issued on : _____

Com. Cert No. _____
 Issued at : _____
 Issued on : _____

OFFICIAL/EMPLOYEE	RESPONSIBLE PERSON/OFFICIAL WHO WILL TRANSMIT SAID STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND OTHER DOCUMENTS	OFFICE WHERE TO SUBMIT/FILE
<ol style="list-style-type: none"> 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 	<p>Executive Secretary Chief of Staff Executive Director and/or Personnel Officer - do -</p>	<p>Central Records Office of the Ombudsman Old MWSS Building 175 Arroyos St., Manila 1000</p>
<ol style="list-style-type: none"> 2. Regional Officials and Employees of Departments, etc 	<p>Regional Director and Administrative Officers</p>	<p>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)</p>
<ol style="list-style-type: none"> 3. PNP Regional Officials and Members 	<p>Director of Regional Command and Administrative Officer</p>	<p>OMB-Military Watson Building J.P. Laurel St. San Miguel, Manila</p>
<p>Provincial Elective and Appointive Employees, e.g. Prov. Governor, members of the Sanggunian, Pamalawigan, Treasurer and other low ranking employees in the Province;</p>	<p>Provincial Governors and Personnel Officers</p>	<p>Deputy Ombudsman their respective areas: OMB-Luzon 4/F Old MWSS Building 175 Arroyos St. Manila 1000</p>

12) 1985
 Assets, Liabilities and Network Summary Report
 December 31, 19

ATTACHMENT "C"
 (in triplicate)
 Page No. _____

Address _____

NAME	PRESENT POSITION/ ANNUAL INCOME	Specific date when first Assumed in Office	Number of years in Government Service	ASSETS	LIABILITIES	NETWORK

CERTIFIED CORRECT:

 Director for Administration

 Personnel Officer

Noted:

 Agency Head

Distribution:

Original copy to Office of the Ombudsman, Central Records
 Division, Office of the Director, Department of the Interior