



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM FROM THE CHIEF OPERATING OFFICER**

**SUBJECT :** GUIDELINES ON THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

**DATE :** 24 FEBRUARY 2021

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**REFERENCES**

- 1987 Philippine Constitution
- Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Memorandum Circular No. 10 series of 2006, otherwise known as the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections
- CSC Resolution No. 1300455 dated 4 March 2013, otherwise known as the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)
- CSC Memorandum Circular No. 3 series of 2013, otherwise known as the Amendment to the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Conditions (CSC Memorandum Circular No. 10 dated 17 April 2006)

**OBJECTIVE**

To ensure that all officials and employees of the Authority will submit upon assumption of office and during such period as may be required by law, an annual declaration under oath of their assets, liabilities and networth (SALN), pursuant to Section 17, Article XI of the Philippine Constitution and Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).

Likewise, the submission of SALNs to the Civil Service Commission (CSC) is pursuant to Section 12 of Republic Act No. 6713, which provides that the CSC shall have primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions.

**COVERAGE**

These guidelines shall cover all TIEZA personnel who occupy plantilla positions.

**GUIDELINES**

**Section 1. Filing and Submission of SALN**

All plantilla personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Services Division (HRSD), to wit:



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1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day in office;
2. Submission of all original (hard) copies of the SALNs, together with electronic copies (in PDF) thereof, on or before the 30<sup>th</sup> of June of every year. The file name of the soft copy must be the same as the document title;
3. Certification by the Chief Operating Officer that the SALNs submitted electronically are faithful reproductions of the original copies;
4. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day in office; and
5. Personnel are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked "N/A" (not applicable).

### **Section 2. Persons Authorized to Review and Evaluate the Submitted SALN**

There shall be a designated Review and Compliance Committee to receive, through the HRSD, and evaluate if the SALNs are submitted on time, complete and in proper form, and interpret the relevant provisions in relation to the filing thereof.

### **Section 3. Duties of the Review and Compliance Committee**

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, which shall be submitted to the Chief Operating Officer and copy furnished the CSC on or before the 15<sup>th</sup> of May of every year:

1. Those who filed their SALNs with complete data;
2. Those who filed their SALNs but with incomplete data; and
3. Those who did not file their SALNs

### **Section 4. Ministerial Duty of the Chief Operating Officer to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Chief Operating Officer to issue an Order requiring those who have incomplete data in their SALNs to correct/supply the desired information and those who did not file their SALNs to comply within a non-extendable period of three (3) days from receipt of said Order.

Assets and/or properties acquired, donated or transferred for a particular year but were not declared in their SALNs for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next succeeding SALN.



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**Section 5. Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure to correct/submit the SALN in accordance with the proper procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. The Chief Operating Officer shall issue a Show-Cause Order, directing the concerned personnel to submit his/her comment or counter-affidavit thereon; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service.

The offense for failure to file the SALN shall be as follows:

- 1<sup>st</sup> Offense: Suspension for one (1) month and one (1) day to six (6) months; and
- 2<sup>nd</sup> Offense: Dismissal from the Service

**Section 6. Transmittal of all submitted SALNs to the Concerned Agencies on or before the 30<sup>th</sup> of June**

The HRSD shall transmit all original copies of the received SALNs to the concerned offices on or before the 30<sup>th</sup> of June of every year.

**REPEALING CLAUSE**


All previous issuances inconsistent with this Memorandum are deemed repealed or modified accordingly.

**SEPARABILITY CLAUSE**

Unless expressly repealed or superseded, any part of provision in this Memorandum which is rendered invalid, ineffective or inconsistent with subsequent issuances, other provisions not affected thereby shall remain in full force and effect.

**EFFECTIVITY**

This Memorandum shall take effect immediately and shall remain in full force unless revoked, cancelled or superseded by a subsequent issuance.

  
**MARK T. LAPID**  
Chief Operating Officer