**DENR Memorandum Circular**
**No. 15**
**February 28, 1994**

SUBJECT : **Review and Compliance Procedures on Statements of Assests, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections.**

Sec. 1 **Purpose** - This Memorandum Circular prescribes the procedures for the submission and review of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections of officials and employees of this Department nation-wide in compliance with Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, and Section 1, Rule VIII of the Rules implementing the provisions of the said Act promulgated by the Civil Service Commission on 21 April 1989.

Sec. 2 **Declaration of Policy.** - Subject to existing rules as mandated by RA 6713, it is adopted as a policy of this Department to require the full disclosure of Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections for all its officials and employees, including those of their spouses and unmarried children under 18 years of age, and living in their household.

Sec. 3 **Coverage** - (a) The provisions of this issuance shall apply to all officials and employees of this Department, its Staff Bureaus, Regional Offices and Attached Agencies who are holding regular plantilla positions, whether on a permanent or temporary status. These provisions shall not apply to those who serve in an official honorary capacity without service credit or pay, temporary laborers and casual or temporary and contractual employees. (b) Married couples who are both public officials or employees may file the required statement jointly or separately.

Sec. 4 **Contents of Statement.** (a) The Statement of Assets, Liabilities and Net Worth shall contain information on the following:

(1) Real property, its improvements, acquisition costs, assessed value and current fair market value;

(2) Personal property and acquisition cost;

(3) All other assets, such as investments, cash on hand or in banks, stocks, bonds and the like; and

(4) All financial liabilities, both current and long-term.

(b) The Statement of Business Interest and Financial Connections shall contain information on any existing interest in, or any existing connection with, any business enterprise or entity, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, accountant, auditor and the like, the names and addresses of the business enterprises or entities, the dates when such interests or connections were established, and such other details as will show the nature of the interests or connections.

**Sec. 5 Form of the Statement.** - a) The Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections shall be filed in the form prescribed by the Civil Service Commission and shall be prepared in triplicate.

(b) The Chief, Personnel Division, in the Department Proper and the Administrative Officers of the Staff Bureaus, Regional Offices and Attached Agencies shall see to it that adequate number of Statement forms are available at least two (2) months before 30 April of every year.

**Sec. 6 When to File the Statement.** - The Statement must be filed:

(a) Within 30 days after assumption of office, statements of which must be reckoned as of his first day of service;

(b) On or before 30 April of every year thereafter, statements of which must be reckoned as of the end of the preceding year; or

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

**Sec. 7 Filing Procedures.** - The Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections shall be filed by the:

(a) Secretary, Undersecretaries and Assistant Secretaries with the Office of the President;

(b) Regional Executive Directors, Regional Technical Directors, PENROs, CENROs and their employees, with the Deputy Ombudsman in their respective Regions;

(c) All other officials and employees not mentioned above and defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

**Sec. 8 Transmittal of Statements, Summary Report and Certification.** - (a) The Director of the Administrative Service, Central Office, shall consolidate the Statements of the Secretary, Undersecretaries and Assistant Secretaries and shall transmit the original copies to the Office of the President.

(b) The Administrative Officers of the Regional Offices shall consolidate all Statements of the Regional Executive Directors, Regional Technical Directors, PENROs, CENROs and their employees and shall transmit the original copies of the same to the Deputy Ombudsman in their respective Regions.

(c) The Chief, Personnel Division, Central Office, and the Administrative Officers of the Staff Bureaus and attached Agencies shall consolidate the Statements of other officials and employees not mentioned above and defined in RA 3019, as amended, and transmit the original copies of the same to the Civil Service Commission.

(d) The Director, Administrative Service and the Chief, Personnel Division, Central Office, the Administrative Officers of the Regional Offices, Staff Bureaus and Attached Agencies shall prepare a Summary Report of the Statements which shall contain the following:

(1) Name of official/employee;
(2) Present position and annual income;
(3) Date of first assumption to office;
(4) Number of years in govvernment service; and
(5) Assets, liabilities and net worth.

They shall transmit a copy of the Summary Report, together with the duplicate copies of the Statements, to the Review Committee of the Department Proper, the Regional Office, the Staff Bureau or Attached Agency.

They shall likewise prepare a Certification indicating therein the names of the officials and employees who failed to submit their respective Statements. This Certification shall be under oath, the original of which shall be submitted to the Civil Serice Commission and the duplicate to the Review Committee of the Department Proper, Regional Office, Staff Bureau or Attached Agency.

**Sec. 9 Availability of Statements for Public Inspection.** Whenever needed pursuant to legal requirements, all Statements filed and submitted pursuant to this issuance shall be made available for public inspection at reasonable hours, subject to the limitations provided by law, rules and regulations, for a period of 10 years after receipt of the same.

**Sec. 10 Disposal of Statements.** - The Statements may be destroyed or disposed of after a period of 10 years from the date of filing unless needed in an on-going investigation.

**Sec. 11 Review Committee and Procedures** - (a) A Review Committee of four (4) members shall be constituted in the Department Proper, in each Regional Office, Staff Bureau or Attached Agency composed as follows:

Department Proper -The Director, Legal Service, as Chairman; the Director, Administrative Service, as Vice-Chairman; the Chief, Personnel Division and the Chief, Accounting Division, as Members.

Regional Office/Staff Bureau/Attached Agency - The Chief, Legal Division, as Chairman; the Chief, Administrative Division, as Vice-Chairman; the Chief, Personnel Section and the Chief, Accounting Section, as Members.

(b) The Review Committee shall conduct a complete review of all Statements submitted to it within 120 days reckoned from the final day of submission of the same. It shall separate the Statements which it deems are in proper form and have complete, accurate and correct entries from those which it believes should further be evaluated due to discrepancies and inaccurancies in the entries. Those Statements which are in proper form and have complete, accurate and correct entries shall be returned to the officials identified under Section 8 hereof in the Department Proper, Regional Offices, Staff Bureaus and Attached Agencies for inclusion or filing in the 201 Files.

(c) In instances where the Review Committee finds the entries in the Statement incomplete, inaccurate or incorrect, the Committee shall require the filer/employee concerned to explain, clarify or correct the said entries within 30 days from receipt of the notice issued by the Committee. Where the Committee finds the explanation, clarification or correction satisfactory, the Statement shall be returned to the appropriate official in accordance with the preceding subsection. Where the Committee, after due evaluation, believes further action should be taken, it shall submit its report and recommendation to the Secretary, the Regional Executive Director, Bureau Director or Head of Attached Agency concerned, as the case may be.

**Sec. 12 Applicability of Rules Promulgated by the Civil Service Commission.** - The provisions of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" promulgated by the Civil Service Commission on 21 April 1989 shall apply in a suppletory character to situations not covered by this Memorandum Circular.

**Sec. 13 Effectivity.** - This Memorandum Circular takes effect immediately.

**ANGEL C. ALCALA**
Secretary