

Pag-IBIG Fund
Corporate Headquarters
Petron Mega Plaza
358 Sen. Gil J. Puyat Avenue, Makati City



OFFICE ORDER No. 2019-010
Series of 2019

PAG-IBIG FUND'S REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

Pursuant to Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and its Implementing Rules and Regulations¹, Civil Service Commission (CSC) Resolution No. 060231², CSC Resolution No. 1300455³, and CSC Resolution No. 1500088⁴, the following Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections (SALN) is hereby adopted:

I. Requirement to File and Submit SALN; Coverage; Where to File

All Pag-IBIG Fund plantilla-based officers and employees, regardless of employment status, including those who are on leave of absence or suspended, shall file their SALNs in accordance with CSC rules and regulations with the proper Review and Compliance Committee created hereunder.

II. Creation and Composition of the Review and Compliance Committees

A. For the Corporate Headquarters, the National Capital Region-Home Lending Operations and the International Operations Group

There shall be created a Review and Compliance Committee for the Corporate Headquarters, the National Capital Region-Home Lending Operations and the International Operations Group, to be composed of the following:

Chairman - Vice President of the Human Resource Services Group

Members - (1) Department Manager III of the Human Resource Development Department

(2) Department Manager III of the Human Resource Management Department

¹ The IRR of RA 6713 was promulgated on 27 May 1987

² Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Connections, dated 1 February 2006, circularized through CSC MC 10, s. 2006 dated 17 April 2006. It amended certain provisions of the IRR.

³ Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth, dated 4 March 2013

⁴ Amendment to CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form dated 23 January 2015, circularized through CSC MC No. 3, s. 2015, dated 17 February 2015

B. For the National Capital Region-Member Services Operations

There shall also be created a Review and Compliance Committee for operational units in the National Capital Region-Member Services Operations under a Technical and Administrative Support (TAS), to be composed of the following:

Chairman - Department Manager III of the concerned TAS

Members - (1) Assistant Department Manager I of the concerned TAS

(2) Division Chief III of the concerned Cash and Administrative Services Division (CASD)-TAS

C. For the Member Services Operations and the Home Lending Operations Outside the National Capital Region

There shall be created a Review and Compliance Committee for operational units in the Member Services Operations and the Home Lending Operations outside the National Capital Region under a TAS, to be composed of the following:

Chairman - Department Manager III or Head of the concerned TAS

Members - (1) Assistant Department Manager I or Head of the concerned TAS

(2) Division Chief III of the concerned CASD-TAS as Member

III. Review and Compliance with the Filing and Submission of the SALNs

A. Duties and Functions of the Review and Compliance Committees

The Review and Compliance Committees (RCCs) created hereunder shall have the following duties and functions:

1. The RCCs shall receive the SALNs of the officers and employees within their respective areas of jurisdiction as set forth hereunder.
2. The RCCs shall review and evaluate the SALNs to determine whether such SALNs are accomplished in the prescribed form and complete, and submitted within the prescribed period, in accordance with CSC rules and regulations.

The SALN is in the prescribed form when it is made under oath and duly-accomplished, containing all the required and applicable information and all items not applicable are marked "not applicable" or "N/A".

The SALN is considered filed within the prescribed period if it has been submitted:

- a. within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;

- b. on or before 30 April of every year thereafter, the SALN covering the period as of the end of preceding year; and
 - c. within thirty (30) days after separation from the service, the SALN covering the period up to the last day of office.
3. The RCCs shall prepare a list containing the names of officers and employees, in alphabetical order, who:
- a. filed their SALNs with complete data;
 - b. filed their SALNs with incomplete data; and
 - c. did not file their SALNs.

The list, with recommendations regarding the SALNs, shall be submitted to the Chief Executive Officer of Pag-IBIG Fund, copy furnished the CSC, on or before 15 May of every year.

B. Duty of the Chief Executive Officer

Pursuant to CSC MC 3, s. 2013, dated 24 January 2013, within five (5) days from receipt of the abovementioned list and recommendation, it shall be the ministerial duty of Chief Executive Officer to issue an order requiring those who have incomplete data in their SALNs to correct or supply the desired information and those who did not file their SALNs to comply within a non-extendible period of five (5) working days from receipt of the said order.

C. Duty of the Department Manager III of the Human Resource Development Department, and the Head of the concerned Cash and Administrative Services Division-Technical and Administrative Support (CASD-TAS)

The Department Manager III of the Human Resource Development Department, or the Head of the concerned Cash and Administrative Services Division-Technical and Administrative Support (CASD-TAS) shall transmit the original copies of all SALNs received to the concerned offices on or before 30 June of every year, in accordance with CSC Resolution No. 1500088⁵.

IV. Disciplinary Action for Failure to Comply

Failure to submit the SALN or correct the same pursuant to the Chief Executive Officer's order within the prescribed period, in accordance with CSC rules and regulations, is a ground for disciplinary action. Administrative disciplinary proceedings shall be commenced in accordance with the 2017 Revised Rules on Administrative Cases in the Civil Service (2017 RACCS)⁶ or any subsequent revised rules.

⁵ Pursuant to CSC Resolution No. 1500088 (CSC MC No. 3, s. 2015), the SALNs of Heads of Government-owned and controlled corporations shall be filed with the Office of the President. On the other hand, the SALNs officers and employees in the central, main and national offices shall be filed with the Civil Service Commission. The SALNs of Regional officials and employees of GOCCs in Luzon (excluding the National Capital Region), Visayas and Mindanao shall be filed with the respective Deputy Ombudsman for Luzon, Visayas and Mindanao.

⁶ CSC Resolution No. 1701077, dated 3 July 2017

Under the 2017 RACCS, the offense of failing to file a SALN is punishable as follows:

- a. For the first offense, it is punishable with suspension for one (1) month and one (1) day to six (6) months.
- b. For the second offense, it is punishable with dismissal from the service.

V. Effectivity

This Order shall take effect immediately.


ACMAD RIZALDY P. MOTI
Chief Executive Officer

29 March 2019

29

