



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

July 12, 2018

DEPARTMENT CIRCULAR

No. 2018- 0269

TO : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS, SERVICES AND REGIONAL OFFICES; CHIEFS OF MEDICAL CENTERS, HOSPITALS, SANITARIA AND TREATMENT AND REHABILITATION CENTERS AND OTHERS CONCERNED

SUBJECT : Review and Compliance Procedure in the Annual Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service

Republic Act 6713 otherwise known as the “**Code of Conduct and Ethical Standards for Public Officials and Employees**” requires all public officials and employees to accomplish and file their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service.

As such, a *Review and Compliance Procedure in the Annual Filing and Submission of SALN and Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service* is hereby established to be observed by all DOH officials and employees, to wit:

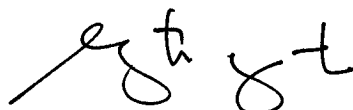
Timeline	Activity	Locus of Responsibility
1 st week of January	Issuance of Department Memorandum requiring all officials and employees to submit SALN on or before April 30 .	Personnel Administration Division/Department/Section/Unit
1 st week of February -May	Review and evaluation of individual SALN in terms of <i>timeliness of submission, completeness of data and proper form used</i> . Encoding of Employee Name, TIN, Position and Net Worth in the SALN Database (List of Filers and Non-Filers)	Personnel Administration Division/Department/Section/Unit
1 st week of May	Issuance of Memorandum to concerned Head of Office regarding list of personnel who did not file/submit SALN and/or have incomplete data. The concerned personnel is	Personnel Administration Division/Depar

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	required to file/submit SALN or to correct/supply the required information within a non-extendible period of thirty (30) days from receipt of the said memorandum.	tment/Section/ Unit
3 rd week of May	Evaluation of SALN by the Review and Compliance Committee (RCC).	RCC
2 nd week of June	Finalization of the List of Filers and Non-Filers of SALN.	Personnel Administration Division/Depart ment/Section/ Unit
3 rd week of June	<p>Issuance of show-cause order directing the official or employee who failed to file/submit SALN or to correct/supply the required information within a non-extendible period of thirty (30) days to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D) (8) of Rule X thereof, with the following penalties:</p> <p>First Offense-Suspension of one (1) month and one (1) day to six (6) months</p> <p>Second Offense-Dismissal from the Service</p>	Head of Office
3 rd week of June	<p>Submission of original copies of SALN to Repository Agencies.</p> <p>1. Repository Agency</p> <ul style="list-style-type: none"> • Central Office Officials and Employees-Civil Service Commission • Secretary, Undersecretary and Assistant Secretary-Office of the President • Deputy Ombudsman in their respective Region-Regional officials and employees <p>2. Records Unit, Personnel Administration Division/Department/Section/Unit</p>	Personnel Administration Division/Depart ment/Section/ Unit

For your information and guidance.

By Authority of the Secretary of Health:



ROGER P. TONG-AN, DMPA, MAN, RN
Undersecretary of Health
Administration and Finance Cluster