	Optical Media Board	Doc Ref No.	OMB-AFD-HRMU-PP-002
	<b>POLICY AND PROCEDURES</b>	Issuance Date:	September 6, 2019
		Revision No.:	02
<b>GUIDELINES IN AGENCY REVIEW AND COMPLIANCE PROCEDURES IN THE FILING OF STATEMENT OF ASSETS, LIABILITIES, NETWORTH AND DISCLOSURE OF BUSINESS AND FINANCIAL INTERESTS</b>	Page No.:	1 of 3	

### 1.0 Purpose


This policy is issued to set guidelines in compliance to the submission and filing of Statement of Assets, Liabilities, Net Worth and Disclosure of Business and Financial Interest.

### 2.0 Scope

All OMB employees are required to submit upon assumption to office and during such period as may be required by law, a declaration under oath, their assets, liabilities, net worth and business interests and financial connections including their spouses and unmarried children below 18 years of age living in their household.

### 3.0 Definition of Term

Term	Definition
ACQUISITION AMOUNT/COST	Refers to the total cost spent to acquire or own something
ACQUISITION MODE	Refers to the means in which the property was acquired, i.e., sale, donation, succession, etc.
ACQUISITION YEAR	Refers to the particular year in which the real and personal property were acquired
AFFINITY	Refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband
ASSESSED VALUE	Refers to the amount indicated in the latest tax declaration of the real property
ASSETS	Refers to property owned by the employee including real and personal properties, whether within or outside the Philippines or used in trade or business.
BUSINESS INTEREST	Refers to the involvement in any trade or profession in any business entity or enterprise aside from his or her income from the government
CONSANGUINITY	Refers to the relationship by blood from common ancestor
CURRENT FAIR MARKET VALUE	Refers to the market value of the real property based on the latest tax declaration
DESCRIPTION	Refers to the specification of the real property, such as land, building, land with building, house and lot, condominium and improvements. Or of the personal property such as jewellerys, appliances, furniture, vehicles, etc.
EXACT LOCATION	Refers to the location of the real property based on the latest tax declaration.
KIND	Refers to the use of the real property (e.g. residential, commercial, etc.)
LIABILITIES	Refers to financial liabilities or those which can result to transfer or disposal of an asset arising from an obligation to pay.
PERSONAL PROPERTY	Refers to those which are considered as movable property like jewellery, appliances, vehicles, etc.
REAL PROPERTY	Refers to those which are considered as immovable property (e.g., land, buildings, house and lot, etc.)

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#### 4.0 Responsibilities

Designate	Responsibility
EMPLOYEES	Shall be 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) and submit the same to HRU.
Review and Compliance Committee	Shall receive, evaluate, and check the forms if they are complete and in proper form and submit these forms to Civil Service Commission

#### 6.0 Guidelines

6.1 All Plantilla-Based Personnel regardless of employment status shall file under oath their Statement of Assets, Liabilities, Net Worth and Disclosure of Business Interests and Financial Connections using the revised form as of 2015 and submit to Human Resource Management Unit within thirty (30) days after assumption to office, statements of which must be reckoned as of his/her first day of office; on or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year; and, within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office.

6.2 Employees are 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).

6.3 Husband and wife who are government officials or employees may file their SALN jointly or separately.

6.4 If the employee is married, the employee shall obtain the signature of his or her spouse in the "Signature of Co-Declarant/Spouse" portion of the SALN Form. If the signature of the spouse cannot be obtained, a written explanation should be attached to the SALN Form.


6.5 Filing of the SALN may be handwritten, typewritten or computerized provided that the signature of the employee is original.

6.6 A designated Review and Compliance Committee shall receive, evaluate, and check the forms if they are complete and in proper form and submit these forms to Civil Service Commission

- 6.6.1 Check if complete
- 6.6.2 Check if incomplete
- 6.6.3 Check who did not file

6.7 A designated Review and Compliance Committee shall submit to Civil Service Commission the following:

- 6.7.1 Accomplished SALN Form (Hard and electronic copy)
- 6.7.2 List of Filers
- 6.7.3 List of Employees Who did not file

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6.8 An office memorandum shall be issued to employees who have incomplete information to complete the required details, and also to those who have not submitted their SALN to comply with the directives issued before its deadline.

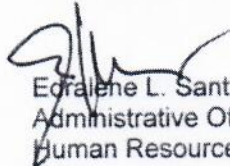
6.9 Employees who fail to submit their SALN in accordance with the procedure and within the given period shall be meted with disciplinary action.

- 1<sup>st</sup> offense – Suspension for one (1) month and one (1) day to six (6) months
- 2<sup>nd</sup> offense – Dismissal from the service

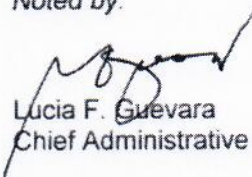
**7.0 Effectivity**

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuances.


Prepared by:

  
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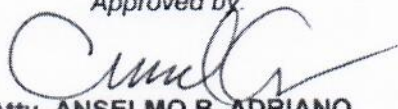
Noted by:

  
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Chief Administrative Officer

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Executive Director

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