



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**METROPOLITAN MANILA DEVELOPMENT AUTHORITY**  
(Pangasiwan Sa Pagpapaunlad aNg Kalakhang Maynila)  
**ISO 9001:2015 CERTIFIED**



January 8, 2018

**MEMORANDUM**

**FOR :** ALL OFFICIALS AND EMPLOYEES  
*This Authority*

**SUBJECT :** PRESCRIBING GUIDELINES ON THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS OF THE METROPOLITAN MANILA DEVELOPMENT AUTHORITY (MMDA)

---

---

**Rationale**

It has been observed that some of the employees fail to file their Statement of Assets, Liabilities and Neworth (SALN) on time especially / those assigned in field offices. In the past, there were some employees who did not submit their SALNs, hence, they were not qualified to receive the Performance – Based Bonus (PBB).

Considering that all government employees are required to submit their SALNs, it is necessary to set guidelines and procedures for the filing of the same for them to further understand how these are filled up, when these SALNs will be filed, including the importance of submitting the same to the concerned government offices.

**Objectives**

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Metropolitan Manila Development Authority (MMDA) officials and employees pursuant to existing laws.

**Coverage**

These Guidelines shall cover Presidential Appointees, Co – terminous, Permanent, Casual and Temporary employees.

**Guidelines:**

**1. Filing and Submission of SALN**

- 1.1. All Presidential Appointees, Co – terminous, Permanent, Casual and Temporary employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections to the Administrative Service, to wit:

- 1.1.1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - 1.1.2. On or before April 30<sup>th</sup> of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and,
  - 1.1.3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last of office.
- 1.2. Employees 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).

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

There shall be a designated Review and Compliance Committee to receive, through the Administrative Service and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

**3. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the Administrative Service on or before May 15<sup>th</sup> of every year:**

- 3.1. Those who filed their SALNs with complete data;
- 3.2. Those who filed SALNs but with incomplete data, and
- 3.3. Those who did not file their SALNs.

**4. Ministerial duty of the Head of the Administrative Service to Issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation from the Chairman of the SALN Review and Compliance Committee, it shall be the ministerial duty of the Head of Administrative Service to issue order requiring those who have incomplete data in their SALN to correct/supply the information and those who did not file/submit SALNs to comply within non-extendable period of three (3) days from receipt of the said order.

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

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

Failure to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. From the recommendation of the

Chairman of the SALN Review and Compliance Committee, a show – cause order shall be issued directing the concerned employee to submit his/her comment or counter – affidavit; and if the evidence so warrants, the conduct of administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service shall commence. The offense for failure to file SALN shall be:

- 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

**6. Transmittal of all Submitted SALN to the Concerned Agencies on or Before June 30<sup>th</sup> of Every Year**

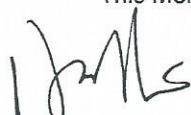
The Administrative Service shall transmit all original copies of the SALNs received to the concerned offices on or before June 30<sup>th</sup> of every year.

**7. Repealing Clause**

All issuance inconsistent with these Guidelines are deemed repealed or modified accordingly.

**8. Effectivity**

This Memorandum shall take effect immediately.

  
**DANILO DELAPUZ LIM**  
Chairman 