



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION

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UNIVERSAL HEALTH CARE
KALUSUGAN AT KALINGA PARA SA LAHAT

CORPORATE ORDER

No. 2022-0013

TO : ALL PHILHEALTH OFFICES (HEAD OFFICE AND REGIONAL OFFICES) AND ALL OTHERS CONCERNED

SUBJECT : Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Net Worth

I. RATIONALE

Pursuant to Section 8 of Republic Act No. 6713¹, public officials and employees have the obligation to accomplish and file under oath their Statement of Assets, Liabilities and Net Worth (SALN) and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The Civil Service Commission (CSC) issued Memorandum Circular No. 10, series of 2006 which established the Review and Compliance Procedure in the filing and submission of the Statement of Assets, Liabilities and Net Worth.

II. OBJECTIVES

This Corporate Order is issued to:

1. Create the Review and Compliance Committee and establish its functions; and
2. Institutionalize a standard review and compliance procedure for the submission of SALN.

III. SCOPE

These guidelines shall cover all PhilHealth regular officers/employees and casual employees.

IV. DEFINITION OF TERMS

- A. SALN - is the statement of assets, liabilities, and net worth, and the disclosure of financial connections or business interests and identification of relatives within the fourth degree of consanguinity or affinity. It also requires the declarant to name his/her "bilas", "balaé" and "inso" who are in government service.

V. POLICY STATEMENTS

- A. All regular and casual employees are required to observe the following timeline in filing their respective SALN forms to the HRD/HRU:

¹ Code of Conduct and Ethical Standards for Public Officials and Employees



1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.²
- B. All officers and 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).
- C. ~~A Review and Compliance Committee (Committee) for the SALN shall be created in the Head Office and in the regional offices.~~

In the Head Office, the Committee shall be composed of the following:

- Chairperson : Senior Vice President, Management Services Sector (MSS)
 Members : Senior Manager, Human Resource Department (HRD)
 Senior Manager, Internal Legal Department (ILD)
- Secretariat : HRD Staff

The PhilHealth Regional Offices are directed to create their respective Committees and issue regional Corporate Personnel Order for the purpose.

- D. The Committee shall discharge the following functions:
1. Evaluate the SALN received if the same has been submitted on time, complete and in proper form. The accuracy of the declaration is the sole responsibility of the officer/employee;
 2. In case the employee did not properly accomplish or did not file the SALN, inform the employee and direct him/her to take the necessary corrective action within a given period;
 3. Prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the appropriate repository agency, on or before May 15 of every year:
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs.
 4. Recommend to the head of the agency the issuance of a Show-Cause Order to employees who fail to correct/submit his/her SALN within the given period

They shall be assisted by a Secretariat with the following functions:

1. Receive the SALN forms and evaluate the completeness of supplied data;
2. Endorse the received SALNs and list of officers/employees who did not submit the SALN/who are with incomplete data to the Committee;
3. Prepare Certification of Compliance and endorsements with complete list of SALN filers; and

² Rule VII, Section 1 of RA 6713

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4. Submit/File employees' SALNs to the proper repository agency on or before the deadline.

E. Review and Compliance Procedure

1. The Committee shall verify the reports of the Secretariat and evaluate the SALNs received;
2. If a SALN is with incomplete data or is non-compliant with the Guidelines in the Filling Out of the SALN Form issued by the CSC or fails to file his/her SALN within the prescribed period, the Committee shall issue a memorandum and direct the officer/employee concerned to complete/correct his/her SALN accordingly within five (5) days from notice.
3. The Committee shall prepare a final report, indicating the list of officers and employees who:
 - a. filed their SALNs with complete data;
 - b. filed their SALNs but with incomplete data, despite receipt of the Committee's directive; and
 - c. did not file their SALNs, despite receipt of the Committee's directive.

The report shall be submitted to the President and CEO on or before May 15 of every year.

4. The President and Chief Executive Order (PCEO) shall issue an order requiring those who failed to supply complete data in their SALN forms to correct/supply the required information and those who did not file/submit to comply within the given period.
5. The Secretariat shall transmit original copies of the SALNs to the proper repository agency on or before June 30 of every year.

F. Monitoring and Evaluation

Review and evaluation of these guidelines shall be done annually or as necessary to ensure its effective implementation and compliance to latest issuances.

VI. PENALTY CLAUSE

Failure to correct/submit SALN within the given period pursuant to the order shall be a ground for disciplinary action. The PCEO shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit. If the evidence so warrants, administrative proceedings shall proceed in accordance with the 2017 Rules on Administrative Cases in the Civil Service.

The offense of failure to file SALN is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense.³

VII. SEPARABILITY CLAUSE

Should any provision of this policy guideline be held to be deemed invalid, illegal or unenforceable in whole or part by any court, tribunal or other competent authority, it shall not invalidate the other provisions of this guideline.

³ Rule 10, Section 50 of 2017 Rules on Administrative Cases in the Civil Service.

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VIII. DATE OF EFFECTIVITY

This Order shall take effect immediately.


ATTY. DANTE A. GIERRAN, CPA
President and CEO

Date signed February 28, 2022

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DC: Hber Date: 2/28/2022

Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Net Worth

