



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

September 30, 2019

DEPARTMENT MEMORANDUM

No. 2019- 0399

FOR : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS, SERVICES AND CENTERS FOR HEALTH DEVELOPMENT; 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 for CY 2019 and Years Thereafter

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.

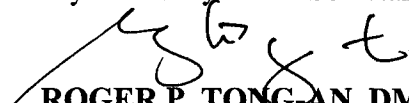
As such, a *Review and Compliance Procedure in the Annual Filing and Submission of SALN and Disclosure of Business Interests and Financial Connections, and Identification of Relatives in the Government Service* is hereby established to be observed by all DOH officials and employees for CY 2019 and years thereafter, 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 required to file/submit SALN or to correct/supply the required	Personnel Administration Division/Depart

	information within a non-extendible period of thirty (30) days from receipt of the said memorandum.	ment/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/Department/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 2017 Rules on Administrative Cases in the Civil Service. The offense of failure to file SALN is punishable under Section 50 (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 • Regional officials and employees- Deputy Ombudsman in their respective Region <p>2. Records Unit, Personnel Administration Division/Department/Section/Unit</p>	Personnel Administration Division/Department/Section/Unit

For your information and guidance.

By Authority of the Secretary of Health:


ROGER P. TONG-AN, DMPA, MAN, RN
 Undersecretary
 Administration and Financial Management Team