

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2018 - 209 A

24 September 2018

Series of 2018

SUBJECT: 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

LEGAL BASES:

1. Rule VII, Public Disclosure, of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);
2. CSC Memorandum Circular No. 10, series of 2006;
3. CSC Memorandum Circular No. 2, series of 2013; and
4. CSC Memorandum Circular No. 3, series of 2013

OBJECTIVE:

Subject to existing rules and as mandated by Republic Act No. 6713, it is adopted as a policy of the Authority to require full disclosure of Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections of all officials and employees, including those of their spouses and unmarried children under eighteen (18) years of age, and living in their household.

As it is endowed with public interest, there is a need to establish a review and compliance procedure in the filing and submission thereof thus these guidelines:

COVERAGE:

These guidelines shall apply to all officials and employees of the Authority who are holding plantilla positions whether on permanent or temporary status.

GUIDELINES:

1. FILING AND SUBMISSION OF SALN

1.1 All Plantilla-Based Personnel shall file **under oath** their SALN and Disclosure of Business Interest and Financial Connections with the HR Section, to wit:

1.1.1 Within thirty (30) days after assumption of office, SALN of their SALN which must be reckoned as of his/her first day of office;

1.1.2 On or before April 30th of every year thereafter, SALN of which must be reckoned as of the end of the preceeding year; and

1.1.3 Within thirty (30) days after separation from the service, SALN of which reckoned as of his/her last day 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" or Not Applicable.

2. POWERS AND FUNCTIONS OF THE PRA REVIEW AND COMPLIANCE COMMITTEE FOR THE SUBMISSION OF SALN

A Review and Compliance Committee is hereby created with the following composition:

Chairperson	-	DEPARTMENT MANAGER III/OIC, A&FS
Members	-	ADMINISTRATIVE OFFICER V/OIC
	-	HEAD, INTERIM LEGAL SERVICES UNIT
	-	HRMO III

The only concern of the designated Committee members shall conduct a complete review of the SALNs submitted upon receipt to determine whether the said SALNs were submitted on time, are complete, and are in proper form. This means that the SALN contains all the required data.

Furthermore, the members of the Review and Compliance Committee shall prepare a list of the following, in alphabetical order, to the Chairperson of the Committee on or before May15th of every year:

2.1 Those who filed their SALNs with complete data;

2.2 Those who filed their SALNs but with incomplete data; and

2.3 Those who did not file their SALNs.

PRA Review and Compliance Procedures in filing and submissions of SALN used by the Committee shall be cascaded to all employees.

3. MINISTERIAL DUTY OF THE ADMINISTRATIVE OFFICER V TO ISSUE COMPLIANCE ORDER

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

4. SANCTIONS 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 ground for disciplinary action. From the recommendation of the Chairperson of the Review and Compliance Committee, a show-cause order shall be issued directing the concerned employee to submit his/her counter-affidavit; and if the evidence so warrants, the 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:

- 1st Offense – Suspension for one (1) month and one (1) day to six (6) months
- 2nd Offense – Dismissal from the Service

5. TRANSMITTAL OF ALL SUBMITTED SALN TO THE CONCERNED AGENCY ON OR BEFORE JUNE 30 OF EVERY YEAR.

The HR Section shall submit all original copies of SALNs received to the concerned office on or before 30th day of June of every year.

For strict compliance and information of all concerned.

for *mw*
ATTY. BIENVENIDO K. CHY
CEO/General Manager
hr
A&FS/OHH/LCTC/*randy*

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GUIDELINES:

1. FILING AND SUBMISSION OF SALN

1.1 All Plantilla-Based Personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the HR Section, to wit:

1.1.1 Within thirty (30) days after assumption of office, SALN of which must be reckoned as of his/her first day of office;

**Philippine Retirement Authority
RECEIPT OF SALN OFFICE ORDER
REGULAR EMPLOYEES**

1-Oct-18

	NAME	
1	Abaigar, Remegio P.	<i>[Signature]</i>
2	Abella, Joelson B.	<i>[Signature]</i>
3	Abesamis, Lerma G.	<i>[Signature]</i>
4	Abriol, Ruby D.	<i>[Signature]</i>
5	Aganan, Teresita C.	<i>[Signature]</i>
6	Alonzo, Virgilio G.	<i>[Signature]</i>
7	Ambo-an, Kimberly Mae E.	<i>[Signature]</i>
8	Amer, Jamilah D.	<i>[Signature]</i>
9	Amparo, Paul Manfred G.	<i>[Signature]</i>
10	Antatico, Lina E.	<i>[Signature]</i>
11	Antonio, Jessica P.	<i>[Signature]</i>
12	Asuelo, Belen D.	<i>[Signature]</i>
13	Aviles, Randy L.	<i>[Signature]</i>
14	Baguio, Rubie Jane A.	<i>[Signature]</i>
15	Bautista, Noehi D.	<i>[Signature]</i>
16	Biscocho, Isabelle Anne P.	<i>[Signature]</i>
17	Borrega, Lyra Mae C.	<i>[Signature]</i>
18	Buenconsejo II, Martin G.	<i>[Signature]</i>
19	Buna, Glenez S.	<i>[Signature]</i>
20	Calumpang, Jaqueline O.	<i>[Signature]</i>
21	Camacho, Kristian Ann G.	<i>[Signature]</i>
22	Carbonel, Marcelina T.	<i>[Signature]</i>
23	Castro, Robert	<i>[Signature]</i>
24	Chy, Bienvenido K.	<i>[Signature]</i>
25	Corbeta, Elma A.	<i>[Signature]</i>
26	Cuarte, Ederliza M.	<i>[Signature]</i>
27	De Vera, Madeline I.	<i>[Signature]</i> 10-01-18
28	De Vera, Marella Mae G.	<i>[Signature]</i>
29	Dela Cruz, Mara Kristine P.	<i>[Signature]</i>
30	Delas Alas, Jose Nazareth C.	<i>[Signature]</i> 10/1/18
31	Del Espiritu, Pedro S.	<i>[Signature]</i>
32	Dichoso, Edna T.	<i>[Signature]</i> 10/1/18
33	Dones, Maridelle D.	<i>[Signature]</i>
34	Elic, Jaqueline Z.	<i>[Signature]</i> 10/1/18
35	Eria, Annalyn A.	<i>[Signature]</i> 10/01/18
36	Fajardo, Danny E.	<i>[Signature]</i> 10/1/18
37	Falcatan, Ryan I.	<i>[Signature]</i> 10/1/18
38	Gaboy, Cecille L.	<i>[Signature]</i>
39	Generoso, Angela Mer	<i>[Signature]</i>
40	Gismundo, Marvelous Aw	<i>[Signature]</i>
41	Guterrez, Krystalle Anne E.	<i>[Signature]</i>
42	Habitan, Orlando H.	<i>[Signature]</i>
43	Hernandez, Divina O.	<i>[Signature]</i>
44	Lachica, Scarlet L.	<i>[Signature]</i>
45	Latorre Jr., Antonio A.	<i>[Signature]</i>
46	Lisaca, Maria Milagros R.	<i>[Signature]</i>
47	Llabore, Carmel Joy L.	<i>[Signature]</i>
48	Llames, Jaime B.	<i>[Signature]</i>

CITIZEN CHARTER

bank certificate for

Office
NOTE: A signed original must be translated to English if necessary.
Original PRA Medical Certificate - valid for 6 months only.

Philippine Retirement Authority

49	Magbuhat, Mervin A.	
50	Maitem, Camille Anne M.	
51	Marasigan, Francis Jeffrey L.	
52	Montales, Joanna Mae B.	
53	Monteagudo, Mariel Jade L.	10/11/18
54	Navera, Ma. Ana Kristina L.	
55	Nepomuceno, Rosemarie C.	
56	Nera, Melba A.	
57	Olivar, Myra D.	my 10/01/18
58	Ortega, Annie Marie T.	10/1/18
59	Palmos, Remus Erlan S.	10-1-18
60	Pati, Frederick De Ausen	
61	Ponce, Joana L.	10-01-18
62	Quiletorio, Ketslyn T.	4-1-2018
63	Rivera, Antonio	
64	Rogan, Melarose R.	
65	Rosal, Cheerly P.	
66	Rosaroso, Charlene Mae L.	10/1/18
67	Sales, Heidi C.	
68	Sambitory, Alexandria D.	
69	Sanota, John Oliver Q.	
70	Santos, Desiree M.	10/1/18
71	Simon, Jo Celine P.	10-1-2018
72	Sison, Naricris B.	10-1-18
73	Tansiongco, Evelyn R.	
74	Tria, Camilo Amelio C.	
75	Trinidad, Fermin B.	
76	Turalba, Romichelle R.	
77	Valencia, Analyn L.	
78	Valido, Glaira Kriziel G.	
79	Vasquez, Mari Thea A.	
80	Victa, John Paul Allen M.	
81	Viloria, Vernon N.	



DOCUMENT IDENTIFICATION AND MANAGEMENT RECORD
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