

TECHNICAL COOPERATION COUNCIL OF THE PHILIPPINES

Office Order 2024-01

STATEMENT OF ASSETS, LIABILITIES AND NET WORTH REVIEW AND COMPLIANCE PROCEDURE

A. Legal Basis

The submission of a Statement of Assets, Liabilities and Net Worth is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713, the “Code of Conduct and Ethical Standards for Public Officials and Employees.”

B. Coverage

All Technical Cooperation Council of the Philippines (TCCP) officers and employees, whether regular or under temporary status, are required to file a declaration under oath.

For the above purposes, all personnel will adopt and accomplish the prescribed SALN Form under CSC Resolution No. 1500088 dated 23 January 2015. (<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/193-statement-of-assets,-liabilities,-and-net-worth-saln-form-for-the-year-2012-and-onwards.html>)

C. Compliance and Penalties

TCCP will issue notices requiring submission of the SALN of its personnel before the deadlines set as follows:

1. Within thirty (30) days after assumption into office;
2. On or before 30 April, of every year thereafter; and
3. Within thirty (30) days after separation from the service.

The declarant should also execute within thirty (30) days from the date of his/her assumption into office, the necessary authority in favor of the Ombudsman to obtain from all appropriate government agencies, including the Bureau of Internal Revenue, such documents as may show his/her assets, liabilities, net worth, and also his/her

business interests and financial connections in previous years, including, if possible, the year when he/she first assumed any office in the Government.

It shall be his/her duty to identify and disclose, to the best of his knowledge and information, his/her relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission (CSC).

Personnel who failed to submit / correct their SALN within the prescribed deadlines constitute an offence and will be issued a show-cause order by the TCCP Chair-Alternate directing them to submit their comment or counter affidavits. If so warrants, TCCP may proceed to conduct an administrative proceedings regarding the issue.

Under the CSC Resolutions No. 15000088 the following are the penalties for the above offence:

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| First Offence | - | Suspension of (1) month and one (1) day to six (6) months |
| Second Offence | - | Dismissal from the service |

D. Procedure

1. The employee completes the revised Sworn Statement of Assets, Liabilities and Net Worth Form per CSC Resolution No. 1500088 dated 23 January 2015 on or before 30 April and reckoned at the end of the preceding year.
2. The Administrative Officer reviews the submitted declarations on its completeness.
3. The Chair-Alternate administers the oaths of the declarations.
4. The Administrative Officer and the Chair Alternate certifies the submissions of the employees of TCCP. They shall also put on record in the certification the non-submissions, if any.
5. The TCCP transmits the certified sworn statements to the Civil Service Commission Main Office, copy furnished the appropriate CSC Field Office.

E. Separability Clause

If any part of this Order is declared contrary to law or unconstitutional by competent authority, the other parts not covered by such declaration shall remain in full force or effect.

F. Repealing Clause

All other TCCP issuance or parts thereof inconsistent with the provisions of this Order are hereby repealed or amended accordingly.

G. Effectivity

This Office Order takes immediate effect.

EVANGELINE T. ONG JIMENEZ-DUCROCQ
Chair-Alternate

Pasay City, 03 February 2024