

REGIONAL ADMINISTRATIVE ORDER NO. Ho 1-0101
Series of 2019

DSWD FIELD OFFICE CARAGA GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF SALN

I. PURPOSE

As mandated under Section 8 of RA 6713 (Statements and Disclosures), public officials and employees have an obligation to accomplish and submit declarations under oath, and the public has the right to know, their assets, liabilities, net worth and financial business interests, including those of their spouses and unmarried children eighteen (18) years of age living in their household.

This Regional Special Order prescribes the procedures to be followed by all DSWD FO Caraga employees in the preparation and submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions. This shall also serve as basis for the DSWD FO Caraga's SALN Review and Compliance Committee in reviewing the submitted SALN to determine whether said statements have been submitted on time, are complete, and are in proper form.

II. LEGAL BASIS

- ✓ **Office of the Ombudsman Memorandum Circular No. 2 series of 2017**
"Additional Guidelines on the Submission of Statements of Assets, Liabilities and Net Worth (SALNs) and Disclosure of Business Interests and Financial Connections to the Office of the Ombudsman as Required under Section 8 of Republic Act No. 6713"
- ✓ **CSC MC 3, series of 2015**
"Amendment to CSC Memorandum Circular No. 2, s. 2013 (revised Statement of Assets, Liabilities and Net worth (SALN) Form)"
- ✓ **CSC MC No. 3 series of 2013**
"Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (CSC MC No. 1 dated April 17, 2006)"

- ✓ **CSC Memorandum Circular (MC) No. 10 series of 2006**
 "Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections"

- ✓ **CSC Resolution No. 06231 dated 01 February 2006**
 "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections"

- ✓ **Republic Act No. 6713**
 Code of Conduct and Ethical Standards for Public Officials and Employees;

III. DEFINITION OF TERMS

Acquisition Cost	Amount of money paid to acquire or own something.
Affinity	Refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relative of her husband
<i>1st degree of affinity</i>	Includes the declarant's father-in-law and mother-in-law
<i>2nd degree of affinity</i>	Includes the declarant's brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, granddaughter-in-law, grandson-in-law
<i>3rd degree of affinity</i>	Includes declarant's nephew-in-law, niece-in-law, uncle-in-law, aunt-in-law
<i>4th degree of affinity</i>	Includes the declarant's first cousin-in-law
Assessed Value	For purposes of declaration in the SALN, this refers to the amount indicated in the tax declaration of the real properties involved.
Asset	Refers to declarant's real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It includes those within or outside the Philippines, whether real or personal, whether used in trade or business.
Business Interest	Refers to the declarant's existing interest in any business enterprise or entity, aside from his/her income from the government. This also includes those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.
Capital Property	Refers to the properties exclusively owned by the husband
Community Property	Refers to all properties owned by the spouses at the time of the celebration of marriage or acquired