



January 29 , 2019

MEMORANDUM

TO : All PPA Officials and Employees
Head Office

FROM : The General Manager

SUBJECT : **SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES
AND NETWORTH (SALN) FOR THE YEAR 2018**

Pursuant to the provisions of Section 8 of Republic Act No. 6713 and Section 7 of Republic Act No. 3019, **all public officials and employees are required to properly accomplish and submit four (4) copies of the Revised Form of the Statement of Assets, Liabilities and Net Worth (SALN) for CY 2018, copy attached; or the prescribed SALN Form which could be downloaded at www.csc.gov.ph.**

Married employees, except those whose marriages have been declared null and void; annulled; or those legally separated with finality, shall provide the required information for their spouses, including children below 18 years of age living in their household regardless of legitimacy or illegitimacy.

In joint filing of spouses, if the declarant-spouse is an official/employee of the PMO or another government agency and the other spouse is working at Head Office, the latter will submit to the **Human Resource Services Division, HRMD on or before March 8, 2019** a certified true copy of the duly accomplished SALN. It will be the responsibility of both spouses to submit this copy to HRMD which will be the official copy of the non-declarant spouse working at Head Office. It will be included in the lists to be submitted to the CSC Central Office.

For individual and separate declarants in Head Office, four (4) copies of the duly accomplished SALN shall be submitted to the Human Resource Services Division, Human Resource Management Department (HRMD), **not later than March 8, 2019.** The Review and Compliance Committee pursuant to PPA Special Order No. 239 – 2016 for Head Office shall review and consolidate the duly accomplished SALN of Head Office officials and employees and shall prepare the alphabetical lists who initially:

- (a) filed their SALNs with complete data;
- (b) filed their SALNs but with incomplete data; and
- (c) did not file their SALNs.

The above lists will be submitted to the General Manager, copy furnished the CSC Central Office, on or before April 15, 2019. The General Manager, upon receipt of the lists and recommendation of the HRMD Manager, shall issue an Order for the employee concerned to complete/supply the required information, correct the data/information initially declared and refile/resubmit their SALNs, as revised; including those SALNs for initial review within the non-extendible period of three (3) days from receipt of such Order.

In filling data/information in the authorized form, if the items are not applicable to the declarant or the latter decides not to give any data/information, the declarant shall write "N/A or Not Applicable". The SALN form is only considered properly accomplished when all the applicable information/data required therein are provided by the declarant including "N/A" whenever appropriate.

Only the CSC prescribed form should be submitted to the Human Resource Services Division, HRMD for review. The required oath in the accomplished SALN copies should be subscribed and sworn to before the officials designated in Special Order No. 249-2016. The required information in the accomplished SALN may be handwritten, computerized or typewritten provided the signatures in each of the four (4) copies are therein, original and must be submitted to HRMD on or before April 30, 2019. HRMD with the signature of the Department Manager will return the original/true copy of the SALN to the declarant; one copy for submission to the CSC Central Office on or before May 15, 2019. The remaining two (2) copies will be retained by Human Relations Services Division, HRMD.

Failure of an official or employee to submit his/her duly accomplished SALN is punishable under Rule 10, Section 50, Item D, Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service, with the following penalties:

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

Attached are copies of the Guidelines in the Filling Out of Statement of Assets, Liabilities and Net Worth (SALN) Form and the prescribed SALN Form.

For strict compliance.

JAY DANIEL R. SANTIAGO

Enclosures: A/s



January 29, 2019

MEMORANDUM

TO : **All PMO Officials and Employees**

FROM : **The General Manager**

SUBJECT : **SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FOR THE YEAR 2018**

Pursuant to the provisions of Section 8 of Republic Act No. 6713 and Section 7 of Republic Act No. 3019, **all public officials and employees are required to properly accomplish and submit four (4) copies of the Revised Form of the Statement of Assets, Liabilities and Net Worth (SALN) for CY 2018, copy attached; or the prescribed SALN Form which could be downloaded at www.csc.gov.ph.**

Married employees, except those whose marriages have been declared null and void; annulled; or those legally separated with finality, shall provide the required information, including children below 18 years of age living in their household regardless of legitimacy or illegitimacy.

In joint filing of spouses in government service, if the declarant-spouse is an official/employee of or another government agency the declarant will submit to the **Manager, Administrative Division of the PMO on or before March 8, 2019** a certified true copy of the duly accomplished SALN. This copy will be included in the lists to be submitted to the appropriate Regional Office of the Ombudsman.

For individual and separate declarants in the PMO four (4) copies of the duly accomplished SALN shall be submitted to the Manager, Administrative Division of the PMO, **not later than March 8, 2019**. The Review and Compliance Committee pursuant to PPA Special Order No. 239-2016 for each PMO shall review and consolidate the duly accomplished SALN of PMO officials and employees and shall prepare the alphabetical lists who initially:

- (a) filed their SALNs with complete data;
- (b) filed their SALNs but with incomplete data; and
- (c) did not file their SALNs.

The above lists will be submitted to the Port Manager, copy furnished the appropriate Regional Office of the Ombudsman, on or before April 15, 2019. The Port Manager, upon receipt of the lists and recommendation of the Manager, Administrative Division, shall issue an Order for the employee concerned to complete/supply the required information, correct the data/information initially declared and refile/resubmit their SALNs, as revised; including those SALNs for initial review within the non-extendible period of three (3) days from receipt of such Order.

In filling data/information in the authorized form, if the items are not applicable to the declarant or the latter decides not to give any data/information, the declarant shall write "N/A or Not Applicable". All officials and employees are required to properly fill in legibly, accurately and completely the required information. **The SALN form is only considered properly accomplished when all the applicable information/data required therein are provided by the declarant including "N/A" whenever appropriate.**

Only the CSC prescribed form should be submitted to the Administrative Services Division of the PMO for review. The required oath in the accomplished SALN copies should be subscribed and sworn to before the officials designated in Special Order No. 249-2016. The required information in the prescribed SALN may be handwritten, computerized or typewritten **provided the signatures in each of the four (4) copies are original and must be submitted to the PMO on or before April 30, 2019.** Upon proper acknowledgement, the PMO will return the original/true copy of the SALN to the declarant; 2nd copy must be submitted to the appropriate Regional Office of the Ombudsman; the third copy to the HRMD **on or before May 15, 2019.** The PMO concerned must retain the fourth copy of the duly accomplished SALN for the employee 201 File.

Failure of an official or employee to submit his/her duly accomplished SALN is punishable under Rule 10, Section 50, Item D, Paragraph 8 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), with the following penalties:

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

Attached are copies of the **Guidelines in the Filling Out of Statement of Assets, Liabilities and Net Worth (SALN) Form** and the prescribed SALN Form.

For strict compliance.



JAY DANIEL R. SANTIAGO

Enclosures: A/s

PHILIPPINE PORTS AUTHORITY

Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax. No. (0632) 527-4855, http://www.ppa.com.ph



MAR 10 2015

PPA SPECIAL ORDER
No. 234 - 2015

SUBJECT : COMPOSITION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE OF PPA PERSONNEL

Pursuant to Rule VII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees as amended by CSC Resolution No. 06-0231 dated February 1, 2006 and CSC Memorandum Circular No. 03 s. 2015 dated February 17, 2015 (copies attached), the SALN Review and Compliance Committee of PPA personnel is hereby created composing of the following:

HEAD OFFICE:

- Chairperson - Manager, HRMD
- Members - Manager, Human Resource Services Division, HRMD
- Legal Services Department or Authorized Representative
- HRMO, Personnel Relations Section, Human Resource Services Division, HRMD

PORT MANAGEMENT OFFICE (PMO):

- Chairperson - Port Manager
- Members - Manager, Administrative Division or Authorized Representative
- Attorney IV or Authorized Representative
- HRMO, Administrative Division

The Committee shall evaluate the duly accomplished SALN form to determine whether it was submitted on time, accomplished completely and proper in form


ARMANDO L. GUZMAN
Acting Assistant General Manager
Finance and Administration



Encl: as stated

By 2030, PPA shall have provided globally competitive port service in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government.
2. Establish mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.

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 **PHILIPPINE PORTS
AUTHORITY**

BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES
P.O. BOX 436, MANILA, PHILIPPINES
TEL. NO. (0632) 527-8366 FAX. NO. (0632) 527-4855
HTTP://WWW.PPA.COM.PH



MAR 11 2016

PPA SPECIAL ORDER

No. 239 - 2016

SUBJECT : **AMENDMENT TO PPA SPECIAL ORDER NO. 234-2015
RE COMPOSITION OF THE STATEMENT OF ASSETS,
LIABILITIES AND NETWORTH (SALN) REVIEW AND
COMPLIANCE COMMITTEE OF PPA PERSONNEL**

In the interest and exigency of the service, PPA Special Order No. 234-2015 is hereby amended to include additional Members as follows to Port Management Offices:

RMD Manager	-	PMO NCR North
	-	PMO NCR South
Administrative Officer IV	-	all Port Management Offices

The committee shall evaluate the duly accomplished SALN form to determine whether it was accomplished completely, proper in form and submitted on time to their respective Deputy Ombudsman Offices per attached CSC MC No. 03 s. 2015, SALN Revised Guidelines Amendment 2015 per OP Memorandum Circular No. 75 and CSC MC No. 04 s. 2016 and Guidelines in the Filling Out of the Statement of Assets Liabilities and Network Form.

This Order shall take effect immediately.


ARMANDO I. GUZMAN
Acting Assistant General Manager
Finance and Administration

Encl: as stated

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government
 2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers
 3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement
 4. Establish a world-class port operation that is globally competitive, adding value to the country's image and reputation
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