



## NATIONAL POWER CORPORATION

### MEMORANDUM

FOR : **RENE B. BARRUELA** - VP, Corporate Affairs Group  
**ROGEL T. TEVES** - VP, Small Power Utilities Group  
**HOMER S. GALANG** - OIC - VP, Power Engineering Services  
**MELCHOR P. RIDULME** - VP, Office of the Legal Counsel  
**EDMUNDO A. VELOSO, JR.** - VP, Mindanao Generation Group  
**ALEXANDER P. JAPON** - Sr. Dept. Mngr., Finance  
**VEDALISA N. AREVALO** - Sr. Dept. Mngr., Internal Audit Dept.  
**PATRICK D. MABBAGU** - Corp. Secretary, Office of the CorSec  
**MARCIANA B. GUINTO** - Manager, Human Resources Dept.  
**ELOIDA C. LEONA** - Manager, General Services Dept.  
**RANDY A. VILLARIN** - Manager, Logistics Department  
**LARRY I. SABELLINA** - Manager, SPUG Luzon  
**TIMOTEO T. DIACOR** - Manager, SPUG Visayas  
**YAHCOB H. DARAYAN** - Manager, SPUG Mindanao } EMILEE  
**OFFICE OF THE SENIOR DEPARTMENT MANAGER,  
RESOURCE MANAGEMENT SERVICE**

FROM : **ATTY. MANUEL LUIS B. PLOFINO**  
Officer-in-Charge, VP- Administration and Finance

SUBJECT : **FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES  
AND NETWORTH (SALN) FORM FOR CY 2020**

DATE : 20 January 2021

In compliance with R.A. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all NPC officials and employees who are appointed on permanent, temporary, contractual and co-terminous status are required to file and/or correct their SALN Form for the Year 2020 (**Annex A**).

The assigned HR Staff, Head Office and its counterparts in SPUG-Luzon, Visayas and Mindanao Operation and Human Resource and Administration Division of Mindanao Generation must see to it that the following pertinent provisions of NPC Circular No. 2013-04 dated 11 March 2013 must be complied with:

1. Section 3 under Item 6.1 provides that, "Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order" (underscoring supplied).
2. In reviewing the accomplished SALN Forms, the responsible HR staff must follow the CSC guidelines in the filling-out of the SALN Form (**Annex B**). It is emphasized that both declarant and his/her spouse, whether or not working in

government or private office shall sign in the spaces provided for at the back of SALN Form. In case of non-compliance on the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.

3. Section 7.0 Delineation of Responsibilities. HR and its Field HR/Counterparts shall submit consolidated alphabetical listing of officials and employees to concerned agencies, i.e. Office of the Ombudsman covering the plant/office installation's area copy furnished the Office of the Vice President, Administration and Finance on or before 30 June 2021.

The filing of SALN to concerned offices shall be as follows:

Work Group of the Filer	Responsible HR/Counterpart	Concerned Agencies
NPC President	Organization and Placement Division (OPD)	Office of the President of the Republic of the Philippines, Malacañang, Manila
Head Office Based Personnel including PES and SPUG		The Civil Service Commission, Diliman, Quezon City
SPUG Luzon, Visayas and Mindanao Operations	Support Services (Luzon, Visayas and Mindanao Operations)	Deputy Ombudsman covering the plant/office/ installation's area
Mindanao Generation	Human Resource and Administration, MinGen	

The duly accomplished SALN forms of NPC officials and employees must be submitted to the Manager, Organization and Placement Division, HRD or to the HR Counterpart in SPUG-Luzon, Visayas, Mindanao Operations Group and Mindanao Generation Group **on or before 26 February 2021**. The One (1) month lead time for submission of SALN is hereby prescribed to provide sufficient time for the officials and employees to correct and complete the data in case their SALNs shall be returned to them by HR.



The following Responsible Heads as identified under Section 9.0 of NPC Circular 2013-04 dated March 11, 2013 shall act as Chairman, Review and Compliance Committee of the National Power Corporation:

<b>WORK GROUP OF THE FILER</b>	<b>RESPONSIBLE HEAD OF OFFICE</b>
Head Office-Based Personnel including PES, SPUG	Vice President, Administration and Finance
SPUG Luzon, Visayas & Mindanao Operations	Respective Department Manager
Mindanao Generation	Vice President, Mindanao Generation

The Chairman, Review and Compliance Committee shall certify on the Summary List of Filers for CY 2020 (**Annex C**) that the review of SALNs of officials and employees under their work group was made in accordance with the review and compliance procedure in filing and submission of SALN pursuant to CSC Memorandum Circular No. 10, s. 2006, as amended.

It is emphasized that failure of NPC officials and employees to file and/or correct their SALN within the given period carries with it a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense. As an administrative procedure, the responsible Head of Office is required under Section 4 of CSC Memorandum Circular No. 3, s. 2013 to "issue a show-cause order directing the official or employee concerned 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011", as amended by CSC Resolution No. 1701077 dated 3 July 2017.

For strict compliance.

  
**ATTY. ML. B. PLOFINO**

cf: P. J. Benavidez  
President and CEO

The following Responsible Heads as identified under Section 9.0 of NPC Circular 2013-04 dated March 11, 2013 shall act as Chairman, Review and Compliance Committee of the National Power Corporation:

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Head Office-Based Personnel including PES, SPUG	Vice President, Administration and Finance
SPUG Luzon, Visayas & Mindanao Operations	Respective Department Manager
Mindanao Generation	Vice President, Mindanao Generation

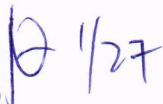
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It is emphasized that failure of NPC officials and employees to file and/or correct their SALN within the given period carries with it a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense. As an administrative procedure, the responsible Head of Office is required under Section 4 of CSC Memorandum Circular No. 3, s. 2013 to "issue a show-cause order directing the official or employee concerned 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011", as amended by CSC Resolution No. 1701077 dated 3 July 2017.

For strict compliance.

  
ATTY. ML. B. PLOFINO

cf: P. J. Benavidez  
President and CEO

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*Wood*

OVP  
Admin. & Finance  
Rec'd by/Date: *12/18/20 S.V.*

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S. Reyes  
NAPOCOR RECORDS



**NATIONAL POWER CORPORATION**

18 December 2020

OFFICE ORDER NO. 2020-681

SUBJECT : DESIGNATION OF OFFICER-IN-CHARGE

In the interest of the service and as approved by the National Power Board, **MANUEL LUIS B. PLOFINO**, *Senior Department Manager – Resource Management Services (RMS)* is hereby designated as **Officer-in-Charge** for the **Office of the Vice President – Administration and Finance Group** *in concurrent capacity*.

As Officer in Charge, Mr. Manuel Luis B. Plofino is authorized to act on all matters/documents normally coursed through or elevated to the OVP – Administration and Finance Group and shall sign/approve all documents subject to the limits provided under the Revised 2018 NPC Manual of Approvals.

In accordance with the existing rules and regulations, Mr. Manuel Luis B. Plofino is also authorized to receive the difference between the Representation and Travel Allowance (RTA) of the Senior Department Manager and the Vice President – Administration and Finance, and the Reimbursable Extraordinary and Miscellaneous Expenses (REME) accorded to the position of the Vice President. However, Mr. Manuel Luis B. Plofino does not have a preemptive right in the permanent filling up of the position of Vice President – Administration and Finance Group.

This Office Order shall take effect on 01 January 2021 and shall remain in force and effect until 31 January 2021 unless sooner revoked or modified by the National Power Board.

*[Signature]*  
**PIO J. BENAVIDEZ**  
President and CEO

Copy furnished:

- NPBoard/OCS
- Mancom Members
- NPC-COA
- Administration and Finance Group
- OPD/CBD
- Personnel Concerned
- 201 File

## Republic Act No. 6713

### **AN ACT ESTABLISHING A CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES, TO UPHOLD THE TIME-HONORED PRINCIPLE OF PUBLIC OFFICE BEING A PUBLIC TRUST, GRANTING INCENTIVES AND REWARDS FOR EXEMPLARY SERVICE, ENUMERATING PROHIBITED ACTS AND TRANSACTIONS AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES**

Section 1. Title. - This Act shall be known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 2. Declaration of Policies. - It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Section 3. Definition of Terms. - As used in this Act, the term:

(a) "Government" includes the National Government, the local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations, and their subsidiaries.

(b) "Public Officials" includes elective and appointive officials and employees, permanent or temporary, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation, regardless of amount.

(c) "Gift" refers to a thing or a right to dispose of gratuitously, or any act or liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from a public official or employee.

(d) "Receiving any gift" includes the act of accepting directly or indirectly, a gift from a person other than a member of his family or relative as defined in this Act, even on the occasion of a family celebration or national festivity like Christmas, if the value of the gift is neither nominal nor insignificant, or the gift is given in anticipation of, or in exchange for, a favor.

(e) "Loan" covers both simple loan and commodatum as well as guarantees, financing arrangements or accommodations intended to ensure its approval.

(f) "Substantial stockholder" means any person who owns, directly or indirectly, shares of stock sufficient to elect a director of a corporation. This term shall also apply to the parties to a voting trust.

(g) "Family of public officials or employees" means their spouses and unmarried children under eighteen (18) years of age.

(h) "Person" includes natural and juridical persons unless the context indicates otherwise.



(i) "Conflict of interest" arises when a public official or employee is a member of a board, an officer, or a substantial stockholder of a private corporation or owner or has a substantial interest in a business, and the interest of such corporation or business, or his rights or duties therein, may be opposed to or affected by the faithful performance of official duty.

(j) "Divestment" is the transfer of title or disposal of interest in property by voluntarily, completely and actually depriving or dispossessing oneself of his right or title to it in favor of a person or persons other than his spouse and relatives as defined in this Act.

(k) "Relatives" refers to any and all persons related to a public official or employee within the fourth civil degree of consanguinity or affinity, including bilas, inso and balae.

Section 4. Norms of Conduct of Public Officials and Employees. - (A) Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) Commitment to public interest. - Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. - Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) Justness and sincerity. - Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) Political neutrality. - Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) Responsiveness to the public. - Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) Nationalism and patriotism. - Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and

technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) Commitment to democracy. - Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) Simple living. - Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

(B) The Civil Service Commission shall adopt positive measures to promote (1) observance of these standards including the dissemination of information programs and workshops authorizing merit increases beyond regular progression steps, to a limited number of employees recognized by their office colleagues to be outstanding in their observance of ethical standards; and (2) continuing research and experimentation on measures which provide positive motivation to public officials and employees in raising the general level of observance of these standards.

Section 5. Duties of Public Officials and Employees. - In the performance of their duties, all public officials and employees are under obligation to:

(a) Act promptly on letters and requests. - All public officials and employees shall, within fifteen (15) working days from receipt thereof, respond to letters, telegrams or other means of communications sent by the public. The reply must contain the action taken on the request.

(b) Submit annual performance reports. - All heads or other responsible officers of offices and agencies of the government and of government-owned or controlled corporations shall, within forty-five (45) working days from the end of the year, render a performance report of the agency or office or corporation concerned. Such report shall be open and available to the public within regular office hours.

(c) Process documents and papers expeditiously. - All official papers and documents must be processed and completed within a reasonable time from the preparation thereof and must contain, as far as practicable, not more than three (3) signatories therein. In the absence of duly authorized signatories, the official next-in-rank or officer in charge shall sign for and in their behalf.

(d) Act immediately on the public's personal transactions. - All public officials and employees must attend to anyone who wants to avail himself of the services of their offices and must, at all times, act promptly and expeditiously.

(e) Make documents accessible to the public. - All public documents must be made accessible to, and readily available for inspection by, the public within reasonable working hours.

Section 6. System of Incentives and Rewards. - A system of annual incentives and rewards is hereby established in order to motivate and inspire public servants to uphold the highest standards of ethics. For this purpose, a Committee on Awards to Outstanding Public Officials and Employees is hereby created composed of the following: the Ombudsman and Chairman of the



Civil Service Commission as Co-Chairmen, and the Chairman of the Commission on Audit, and two government employees to be appointed by the President, as members.

It shall be the task of this Committee to conduct a periodic, continuing review of the performance of public officials and employees, in all the branches and agencies of Government and establish a system of annual incentives and rewards to the end that due recognition is given to public officials and employees of outstanding merit on the basis of the standards set forth in this Act.

The conferment of awards shall take into account, among other things, the following: the years of service and the quality and consistency of performance, the obscurity of the position, the level of salary, the unique and exemplary quality of a certain achievement, and the risks or temptations inherent in the work. Incentives and rewards to government officials and employees of the year to be announced in public ceremonies honoring them may take the form of bonuses, citations, directorships in government-owned or controlled corporations, local and foreign scholarship grants, paid vacations and the like. They shall likewise be automatically promoted to the next higher position with the commensurate salary suitable to their qualifications. In case there is no next higher position or it is not vacant, said position shall be included in the budget of the office in the next General Appropriations Act. The Committee on Awards shall adopt its own rules to govern the conduct of its activities.

Section 7. Prohibited Acts and Transactions. - In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any public official and employee and are hereby declared to be unlawful:

(a) Financial and material interest. - Public officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of their office.

(b) Outside employment and other activities related thereto. - Public officials and employees during their incumbency shall not:

(1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;

(2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or

(3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with their office.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before the office he used to be with, in which case the one-year prohibition shall likewise apply.

(c) Disclosure and/or misuse of confidential information. - Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:

- (1) To further their private interests, or give undue advantage to anyone; or
- (2) To prejudice the public interest.

(d) Solicitation or acceptance of gifts. - Public officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.

As to gifts or grants from foreign governments, the Congress consents to:

(i) The acceptance and retention by a public official or employee of a gift of nominal value tendered and received as a souvenir or mark of courtesy;

(ii) The acceptance by a public official or employee of a gift in the nature of a scholarship or fellowship grant or medical treatment; or

(iii) The acceptance by a public official or employee of travel grants or expenses for travel taking place entirely outside the Philippine (such as allowances, transportation, food, and lodging) of more than nominal value if such acceptance is appropriate or consistent with the interests of the Philippines, and permitted by the head of office, branch or agency to which he belongs.

The Ombudsman shall prescribe such regulations as may be necessary to carry out the purpose of this subsection, including pertinent reporting and disclosure requirements.

Nothing in this Act shall be construed to restrict or prohibit any educational, scientific or cultural exchange programs subject to national security requirements.

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

(A) Statements of Assets and Liabilities and Financial Disclosure. - All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

The two documents shall contain information on the following:

(a) real property, its improvements, acquisition costs, assessed value and current fair market value;

(b) personal property and acquisition cost;



(c) all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;

(d) liabilities, and;

(e) all business interests and financial connections.

The documents must be filed:

(a) within thirty (30) days after assumption of office;

(b) on or before April 30, of every year thereafter; and

(c) within thirty (30) days after separation from the service.

All public officials and employees required under this section to file the aforesaid documents shall also execute, within thirty (30) days from the date of their assumption of 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 their assets, liabilities, net worth, and also their business interests and financial connections in previous years, including, if possible, the year when they first assumed any office in the Government.

Husband and wife who are both public officials or employees may file the required statements jointly or separately.

The Statements of Assets, Liabilities and Net Worth and the Disclosure of Business Interests and Financial Connections shall be filed by:

(1) Constitutional and national elective officials, with the national office of the Ombudsman;

(2) Senators and Congressmen, with the Secretaries of the Senate and the House of Representatives, respectively; Justices, with the Clerk of Court of the Supreme Court; Judges, with the Court Administrator; and all national executive officials with the Office of the President.

(3) Regional and local officials and employees, with the Deputy Ombudsman in their respective regions;

(4) Officers of the armed forces from the rank of colonel or naval captain, with the Office of the President, and those below said ranks, with the Deputy Ombudsman in their respective regions; and

(5) All other public officials and employees, defined in Republic Act No. 3019, as amended, with the Civil Service Commission.

(B) Identification and disclosure of relatives. - It shall be the duty of every public official or employee to identify and disclose, to the best of his knowledge and information, his relatives in the Government in the form, manner and frequency prescribed by the Civil Service Commission.

(C) Accessibility of documents. - (1) Any and all statements filed under this Act, shall be made available for inspection at reasonable hours.

(2) Such statements shall be made available for copying or reproduction after ten (10) working days from the time they are filed as required by law.

(3) Any person requesting a copy of a statement shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification.

(4) Any statement filed under this Act shall be available to the public for a period of ten (10) years after receipt of the statement. After such period, the statement may be destroyed unless needed in an ongoing investigation.

(D) Prohibited acts. - It shall be unlawful for any person to obtain or use any statement filed under this Act for:

(a) any purpose contrary to morals or public policy; or

(b) any commercial purpose other than by news and communications media for dissemination to the general public.

Section 9. Divestment. - A public official or employee shall avoid conflicts of interest at all times. When a conflict of interest arises, he shall resign from his position in any private business enterprise within thirty (30) days from his assumption of office and/or divest himself of his shareholdings or interest within sixty (60) days from such assumption.

The same rule shall apply where the public official or employee is a partner in a partnership.

The requirement of divestment shall not apply to those who serve the Government in an honorary capacity nor to laborers and casual or temporary workers.

Section 10. Review and Compliance Procedure. - (a) The designated Committees of both Houses of the Congress shall establish procedures for the review of statements to determine whether said statements which have been submitted on time, are complete, and are in proper form. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct him to take the necessary corrective action.

(b) In order to carry out their responsibilities under this Act, the designated Committees of both Houses of Congress shall have the power within their respective jurisdictions, to render any opinion interpreting this Act, in writing, to persons covered by this Act, subject in each instance to the approval by affirmative vote of the majority of the particular House concerned.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in this Act.

(c) The heads of other offices shall perform the duties stated in subsections (a) and (b) hereof insofar as their respective offices are concerned, subject to the approval of the Secretary of Justice, in the case of the Executive Department and the Chief Justice of the Supreme Court, in the case of the Judicial Department.

Section 11. Penalties. - (a) Any public official or employee, regardless of whether or not he holds office or employment in a casual, temporary, holdover, permanent or regular capacity, committing any violation of this Act shall be punished with a fine not exceeding the equivalent of six (6)

months' salary or suspension not exceeding one (1) year, or removal depending on the gravity of the offense after due notice and hearing by the appropriate body or agency. If the violation is punishable by a heavier penalty under another law, he shall be prosecuted under the latter statute. Violations of Sections 7, 8 or 9 of this Act shall be punishable with imprisonment not exceeding five (5) years, or a fine not exceeding five thousand pesos (P5,000), or both, and, in the discretion of the court of competent jurisdiction, disqualification to hold public office.

(b) Any violation hereof proven in a proper administrative proceeding shall be sufficient cause for removal or dismissal of a public official or employee, even if no criminal prosecution is instituted against him.

(c) Private individuals who participate in conspiracy as co-principals, accomplices or accessories, with public officials or employees, in violation of this Act, shall be subject to the same penal liabilities as the public officials or employees and shall be tried jointly with them.

(d) The official or employee concerned may bring an action against any person who obtains or uses a report for any purpose prohibited by Section 8 (D) of this Act. The Court in which such action is brought may assess against such person a penalty in any amount not to exceed twenty-five thousand pesos (P25,000). If another sanction hereunder or under any other law is heavier, the latter shall apply.

Section 12. Promulgation of Rules and Regulations, Administration and Enforcement of this Act.

- The Civil Service Commission shall have the primary responsibility for the administration and enforcement of this Act. It shall transmit all cases for prosecution arising from violations of this Act to the proper authorities for appropriate action: Provided, however, That it may institute such administrative actions and disciplinary measures as may be warranted in accordance with law. Nothing in this provision shall be construed as a deprivation of the right of each House of Congress to discipline its Members for disorderly behavior.

The Civil Service Commission is hereby authorized to promulgate rules and regulations necessary to carry out the provisions of this Act, including guidelines for individuals who render free voluntary service to the Government. The Ombudsman shall likewise take steps to protect citizens who denounce acts or omissions of public officials and employees which are in violation of this Act.

Section 13. Provisions for More Stringent Standards. - Nothing in this Act shall be construed to derogate from any law, or any regulation prescribed by any body or agency, which provides for more stringent standards for its official and employees.

Section 14. Appropriations. - The sum necessary for the effective implementation of this Act shall be taken from the appropriations of the Civil Service Commission. Thereafter, such sum as may be needed for its continued implementation shall be included in the annual General Appropriations Act.

Section 15. Separability Clause. - If any provision of this Act or the application of such provision to any person or circumstance is declared invalid, the remainder of the Act or the application of such provision to other persons or circumstances shall not be affected by such declaration.



Section 16. Repealing Clause. - All laws, decrees and orders or parts thereof inconsistent herewith, are deemed repealed or modified accordingly, unless the same provide for a heavier penalty.

Section 17. Effectivity. - This Act shall take effect after thirty (30) days following the completion of its publication in the Official Gazette or in two (2) national newspapers of general circulation.

Approved, February 20, 1989.



post p4.

Re: **Review and Compliance Committee  
for the Statement of Assets, Liabilities  
and Net Worth (SALN)**

Number: **1300455**

Promulgated: **04 MAR 2013**

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Annex B

**RESOLUTION**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the declarant *“to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;”*

**WHEREAS**, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

**WHEREAS**, Section 10 of Republic Act No. 6713 provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form. and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

**WHEREAS**, CSC Resolution No. 060231 dated February 1, 2006, amended and clarified Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN wherein officials who are authorized to establish review and compliance procedure in the legislative, executive and judicial departments of the government were identified;

**WHEREAS**, the Commission recognized the need to amend and clarify the persons authorized to review and evaluate the submitted SALNs.

**Certified True Copy:**

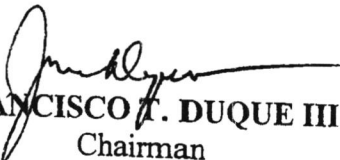
**SEYMOUR B. PAJARES**  
Chief Executive Officer  
Commission on Government Procurement

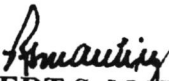
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**IN VIEW OF THE FOREGOING**, the Commission **RESOLVES** to adopt the following guidelines in the review and compliance procedure in the filing and submission of the SALN:

1. Every office/agency shall have a Review and Compliance Committee, which shall be composed of one (1) Chairman and two (2) members;
2. The Review and Compliance Committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.
3. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs but with incomplete data; and
  - c. Those who did not file their SALNs.

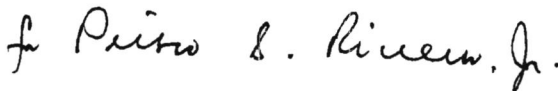
Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

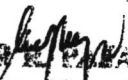
  
**ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV  
Commission Secretariat and Liaison Office

AGR/X36/X51/j195

Certified True Copy:  
  
**SEYMOUR E. PARES**  
Chief Personnel Officer  
Commission Secretariat and Liaison Office





**STATEMENT OF ASSETS, LIABILITIES  
AND NET WORTH (SALN)**

**Re: Amendment to the CSC Resolution  
No. 1300173 (January 24, 2013);  
Revised SALN Form**

**Number: 1500088**

**Promulgated: 23 JAN 2015**

x-----x

**RESOLUTION**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, the requirement on the filing of SALN is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) which requires the declarant *"to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;"*

**WHEREAS**, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

**WHEREAS**, Section 8 of Republic Act No. 6713 identifies the appropriate office or agency where particular officers and employees should file their SALNs;

**WHEREAS**, CSC Resolution No. 060231 dated February 1, 2006 amended and clarified Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN particularly identifying the offices where the Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) should transmit the submitted SALNs;

**Certified True Copy:**

*[Signature]*  
**SEYMOUR R. PAJARES**  
Chief Personnel Specialist  
Commission Secretary & Liaison Office

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**WHEREAS**, under the existing structure of the Philippine government, there are certain agencies, offices or corporations that are not identified in the law and implementing rules;

**WHEREAS**, such circumstance has brought confusion among agencies, offices as well as public officers and employees as to where their SALNs should be filed or transmitted;

**WHEREAS**, the Commission recognizes the need to clarify the proper agencies or offices where particular public officers and employees should file their SALNs;

**WHEREAS**, the Commission in CSC Resolution No. 1300173 dated January 24, 2013 (CSC Memorandum Circular No. 2, s. 2013) promulgated the new Statement of Assets, Liabilities and Net Worth (SALN) Form and Guidelines in the Filling Out of the SALN Form beginning 2012;

**WHEREAS**, the Commission also recognizes the need to clarify the required disclosure of real property with regard to its location;

**WHEREFORE**, the Commission **RESOLVES** to **ADOPT** the following rules to serve as amendments to the Statement of Assets, Liabilities and Net Worth (SALN) Form and Guidelines in the Filling Out of the SALN Form beginning CY 2012 (CSC MC No. 2, s. 2013) and CSC Resolution No. 060231 dated February 1, 2006 (CSC MC No. 6, s. 2006), and the attached amended SALN Form:

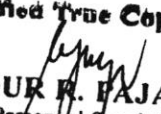
1. Paragraph B(2)(e) of the Guidelines in the Filling Out of the SALN Form beginning 2012 (Guidelines) is hereby amended to read as follows:

*“e. Declaration of real properties shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon.”*

2. Section 5 of CSC Resolution No. 060231 dated February 1, 2006 in relation to paragraph B(7) – Review and Compliance Committee of the Guidelines is hereby amended to read as follows:

*“Section 5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.*

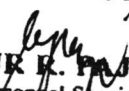
*“The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall*

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**SEYMOUR R. FAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office

transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:

<b>REPOSITORY AGENCY</b>	<b>OFFICERS AND EMPLOYEES</b>
National Office of the Ombudsman	President Vice President Constitutional Officials <ul style="list-style-type: none"> <li>- Chairpersons of Commission on Audit (COA), Commission on Election (COMELEC) and Civil Service Commission (CSC)</li> <li>- Commissioners of COA, COMELEC and CSC</li> <li>- Ombudsman and his Deputies</li> </ul>
Secretary of the Senate	Senators
Secretary of the House of Representatives	Representatives (Congressmen/Congresswomen)
Clerk of Court of the Supreme Court	Justices of the Supreme Court, Court of Appeals, Sandiganbayan and Court of Tax Appeals
Court Administrator	Judges of the Regional Trial Court, Metropolitan Trial Court, Municipal Trial Court in Cities, Municipal Trial Court, Municipal Circuit Trial Court, and Shari'a District Courts
Office of the President	National executive officials, including, but not limited to the following: <ul style="list-style-type: none"> <li>- Members of the Cabinet;</li> <li>- Undersecretaries;</li> <li>- Assistant Secretaries;</li> <li>- Officials in the Foreign Service and;</li> <li>- Heads of government owned or controlled corporations with original charters and their subsidiaries and</li> <li>- Heads of state colleges and universities</li> </ul>

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**SEYMOUR R. PAJARES**  
 Chief Personnel Specialist  
 Commission Secretariat & Liaison Office



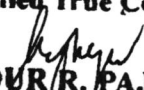
<p>Officers of the Armed Forces of the Philippines from the rank of Colonel or Naval Captain</p> <ul style="list-style-type: none"> <li>- Colonel, Brigadier General, Major General, Lieutenant General and General (Army and Air Force)</li> <li>- Captain, Commodore, Rear Admiral, Vice Admiral and Admiral (Navy)</li> </ul> <p>Officers of the Philippine National Police from the rank of Senior Superintendent</p> <ul style="list-style-type: none"> <li>- Chief Superintendent, Director, Deputy Director General and Director General</li> </ul> <p>Officers of the Philippine Coast Guard from the rank of Commodore</p> <ul style="list-style-type: none"> <li>- Commodore, Rear Admiral, Vice Admiral and Admiral</li> </ul>	<p>Regional officials and employees of the following offices:</p> <ul style="list-style-type: none"> <li>- Departments, bureaus and agencies of the National Government</li> <li>- Judiciary and Constitutional Commissions and offices</li> <li>- Government owned and/or controlled corporations with and without original charter, and their subsidiaries in the regions</li> <li>- State colleges and universities</li> </ul> <p>Provincial elective officials and employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members</p> <p>City and municipal elective officials and employees including Mayors, Vice-Mayors, Sangguniang Bayan /</p>
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 Chief Personnel Specialist  
 Commission Secretariat & Liaison Office

	<p><i>Panlungsod Members and Barangay Officials</i></p> <p><i>Officers of the Armed Forces of the Philippines (AFP) below the rank of colonel or naval captain</i></p> <ul style="list-style-type: none"><li>- Lieutenant Colonel, Major, Captain, 1<sup>st</sup> Lieutenant and 2<sup>nd</sup> Lieutenant (Army and Air Force)</li><li>- Commander, Lieutenant Commander, Lieutenant Senior Grade, Lieutenant Junior Grade and Ensign (Navy)</li><li>- Other enlisted officers</li></ul> <p><i>Officers of the Philippine National Police (PNP) below the rank of Senior Superintendent</i></p> <ul style="list-style-type: none"><li>- Superintendent, Chief Inspector, Senior Inspector and Inspector</li><li>- Other police officers</li></ul> <p><i>Officers of the Philippine Coast Guard (PCG) below the rank of Commodore</i></p> <ul style="list-style-type: none"><li>- Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign</li></ul>
<p><i>Civil Service Commission</i></p>	<p><i>All other officials and employees in the central/main/national offices of the following:</i></p> <ul style="list-style-type: none"><li>- Departments, bureaus and agencies of the National Government</li><li>- Judiciary and Constitutional Commissions and offices</li><li>- Government owned and/or controlled corporations with and without original charters, and their subsidiaries in the regions</li></ul> <p><i>All other appointive officials and employees of the Legislature</i></p>

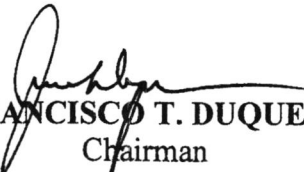
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Chief Personnel Specialist  
Commission Secretariat & Liaison Office

	<p><i>All other central<sup>1</sup> officers below the rank of Colonel or Naval Captain as well as all civilian personnel of the AFP</i></p> <p><i>All other central officers (uniformed personnel) below the rank of Senior Superintendent as well as all non-uniformed personnel of the PNP</i></p> <p><i>All other central officers below the rank of Commodore as well as all civilian personnel of the PCG</i></p>
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3. All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.
4. The foregoing amendments shall be prospective in application and shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.


Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**ROBERT S. MARTINEZ**  
Commissioner

  
**NIEVES L. OSORIO**  
Commissioner

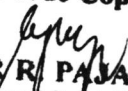
Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office

OLA3/OLA5/X36/X51/j220  
SALN Revised Guidelines Amendment 2014 FINAL 12.23.2014

<sup>1</sup> National headquarters

**Certified True Copy:**  
  
**SEYMOUR R. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
 (Required by R.A. 6713)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.  
 Joint Filing       Separate Filing       Not Applicable

<b>DECLARANT:</b> _____ (Family Name)      (First Name)      (M.I.) <b>ADDRESS:</b> _____ _____ <b>SPOUSE:</b> _____ (Family Name)      (First Name)      (M.I.)	<b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____ <b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____
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### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

### ASSETS, LIABILITIES AND NETWORK

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

**1. ASSETS**

**a. Real Properties\***

Description	Address	Acquisition Date	Acquisition Cost	Current Value	Current Market Value	Current Market Value

**Subtotal:** \_\_\_\_\_

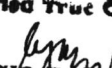
**b. Personal Properties\***

Description	Acquisition Date	Acquisition Cost/Amount

**Subtotal :** \_\_\_\_\_

**TOTAL ASSETS (a+b):** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

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**SEYMOUR R. PAJARES**



**SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

As of \_\_\_\_\_

(Sample additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household)

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** \_\_\_\_\_

**ASSETS, LIABILITIES AND NET WORTH**

**1. ASSETS**

**a. Real Properties**

PROPERTY ADDRESS	PROPERTY TYPE	ACQUISITION DATE	PROPERTY VALUE	NET WORTH

**b. Personal Properties**

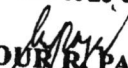
PROPERTY DESCRIPTION	ACQUISITION DATE	PROPERTY VALUE	NET WORTH

**2. LIABILITIES**

LIABILITY DESCRIPTION	ACQUISITION DATE	LIABILITY VALUE	NET WORTH

**BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

NAME OF ENTITY/BUSINESS OR FINANCIAL CONNECTION	ADDRESS	DATE OF ACQUISITION OF INTEREST OR CONNECTION	PERCENTAGE OF INTEREST OR CONNECTION

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**SEYMOUR R. PAJARES**  
 Chief Personnel Specialist



## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
 (Sample additional sheet/s for the declarant)

**NAME:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_  
 (Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** \_\_\_\_\_

### ASSETS, LIABILITIES AND NET WORTH

**1. ASSETS**

**a. Real Properties**

Description	Address	City	State	Zip	Acquisition Date	Value	Equity

**Subtotal:** \_\_\_\_\_

**b. Personal Properties**

Description	Value	Equity

**Subtotal :** \_\_\_\_\_

**TOTAL ASSETS (a+b):** \_\_\_\_\_

**2. LIABILITIES**

Description	Amount	Outstanding Date

**TOTAL LIABILITIES:** \_\_\_\_\_

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Name of Corp. / Partners	Business Address	Nature of Business Interest or Connection	Date of Acquisition of Interest or Connection

**Certified True Copy:**

*[Signature]*  
**SEYMOUR R. PAJARES**

## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of \_\_\_\_\_  
 (Required by R.A. 6713)

**Note:** Husband and wife who are both public officials and employees may file the required statements jointly or separately.  
 Joint Filing       Separate Filing       Not Applicable

<b>DECLARANT:</b> _____ (Family Name)      (First Name)      (M.I.) <b>ADDRESS:</b> _____ _____ <b>SPOUSE:</b> _____ (Family Name)      (First Name)      (M.I.)	<b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____ <b>POSITION:</b> _____ <b>AGENCY/OFFICE:</b> _____ <b>OFFICE ADDRESS:</b> _____ _____
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### UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

### ASSETS, LIABILITIES AND NETWORK

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

#### 1. ASSETS

##### a. Real Properties\*

PROPERTY TYPE	PROPERTY ADDRESS	ACQUISITION DATE	ACQUISITION COST	CURRENT MARKET VALUE

**Subtotal:** \_\_\_\_\_

##### b. Personal Properties\*

PROPERTY DESCRIPTION	ACQUISITION DATE	ACQUISITION COST/AMOUNT

**Subtotal :** \_\_\_\_\_

**TOTAL ASSETS (a+b):** \_\_\_\_\_

\* Additional sheet/s may be used, if necessary.

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 \_\_\_\_\_  
**SEYMOUR R. PAJARES**





OM No. 21, s. 2013

**OFFICE MEMORANDUM**

**FOR :** All Offices in the Central Office  
All Regional Offices and Field Offices

**SUBJECT :** Statements of Assets, Liabilities and Net Worth (SALN)

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In line with the ISO Certification Process of the Commission, particularly the need to define the control of documents in order to ensure that changes or revisions are identified and to prevent unintended use of obsolete documents, the SALN Form to be disseminated shall bear the notation "Revised 2013" on the upper left corner of each page. Also, the same notation shall be inserted in the title of the guidelines to read as "Guidelines in the Filling Out of the Statement of Assets, Liabilities and Net Worth Form (SALN Revised 2013)," as well as on each page thereof.

The sample SALN Form and Guidelines is attached herewith for your perusal.

For your compliance.

  
**FRANCISCO T. DUQUE III, MD, MSc**  
Chairman

**MAR 14 2013**

AGR/X51  
OM revised

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**NATIONAL POWER CORPORATION**  
**SUMMARY OF LIST OF FILERS**  
**STATEMENT OF ASSETS, LIABILITIES AND NETWORTH**  
**CALENDAR YEAR 2020**

NO.	NAME OF EMPLOYEE	TIN	POSITION	NETWORTH
1				
2				
3				
4				
5				
6				
7				
8				

This is to certify that the Networth of employees indicated opposite their names are those reflected in their individual Statement of Assets, Liabilities & Networth:

**Prepared by :**

\_\_\_\_\_  
 Name/Signature  
 Position : \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Date Prepared : \_\_\_\_\_

**Noted by :**

\_\_\_\_\_  
 Name/Signature  
 Head of Office  
 NPC Address: Diliman, Quezon City  
 Contact No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

This is to certify that the SALN submitted /included in the Summary of List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office. Further, the review was made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006.

\_\_\_\_\_  
 Head of Office  
 Chairman  
 Review and Compliance Committee