



**National
Conciliation and
Mediation
Board**

Republic of the Philippines
Department of Labor and Employment
4th-6th Floors, Arcadia Building
860 Quezon Avenue, Quezon City 1103
Tel. Nos.: 332-4176 • 332-4177 • 332-4180
Telefax: 332-4175 • 332-2231 • 332-4179



OFFICE ORDER NO. 40-A
(Series of 2018)

Further to Office Order No. 40, s. 2018, and in line with Sections 8 and 10 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and CSC Resolutions Nos. 13000455 s. 2013 and 1500088 s. 2015, the following guidelines are hereby prescribed with the end-in-view of institutionalizing a standard review and compliance procedure for the filing and submission of Statements of Assets, Liabilities and Networth (SALNs) and Disclosure of Business Interests and Financial Connections:

1. All public officials and employees, except those without service credit or pay and contractual workers, shall file under oath their SALNs and 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 to the Chief/Head of Administrative Division or Unit, to wit:
 - Within thirty (30) days after assumption of office, statements of which must be reckoned as his/her first day of service;
 - On or before March 31 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - Within thirty (30) days after separation from the service, statements of which must be reckoned as his/her last day of service.
2. All public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.
3. Upon receipt of the SALN forms, the Review and Compliance Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

4. Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.
5. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to be submitted to the Executive Director:
 - 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.
6. The Executive Director, upon receipt of the above-mentioned list, shall issue a Memorandum/Compliance 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 three (3) days from receipt of said order.
7. Officials and employees who fail to correct/submit his/her SALN within the given period shall be a ground for disciplinary action. The Executive Director shall 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. The offense of failure to file their SALN shall be made liable for the offense of FAILURE TO FILE SALN which is punishable by the following penalties:

1 st Offense	-	Suspension of one (1) month and one (1) day to six (6) months
2 nd Offense	-	Dismissal from the service
8. The Chief/Head of Administrative Division or Unit shall transmit all original copies of the SALNs received, on or before 31 March of every year, to the concerned offices.

This Order shall take effect immediately.


MARIA TERESITA L. CANCIO
Officer-in-Charge

24 September 2018



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In the interest of the service, the composition of the **NCMB Central Office Review and Compliance Committee** tasked to review employees' Statements of Assets, Liabilities and Networth (SALNs), subject of Office Order No. 49, s. 2016, is hereby reconstituted, as follows:

Chairman : Director II, Internal Services
Vice-Chairman : Chief, Financial & Management Division
Members/Secretariat : AO V (HRMO III)
AO V (RO III)
EA President

The **Regional Branch Review and Compliance Committee** is hereby created with the following composition:

Chairman : Director II
Vice-Chairman : Administrative Officer IV
Members/Secretariat : One (1) First Level Representative
One (1) Second Level Representative

The Central Office and Regional Branch Committees shall evaluate the SALN Forms submitted by the personnel to determine whether they were submitted on time, accomplished completely, and proper in form.

This Order takes effect immediately and revokes all previous issuances inconsistent herewith.

SHIRLEY M. PASCUAL, CESO III
Executive Director IV

19 March 2018