



MALACAÑANG
PRESIDENTIAL BROADCAST STAFF-RTVM
(Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacañang)
MANILA

OFFICE MEMORANDUM No. 2023-09-02

25 September 2023

TO : ALL RTVM EMPLOYEES

CC : REVIEW AND COMPLIANCE COMMITTEE (RCC)

POLICIES ON THE ESTABLISHMENT AND CONDUCT OF THE AGENCY REVIEW AND COMPLIANCE OF SALN FOR FY 2023

For 2023, the Review and Compliance Procedure for the Submission of the SALN dated 28 September 2022 as attached, is still the prevailing procedures in the filing and submission of SALN as of 31 December 2023. Office Order Nos. 2023-02-09 on the Delegation of Authority to Administer Oath and 2022-09-09 on the establishment of Review and Compliance Committee continue to remain in force.

For information and guidance.


USEC. FRANZ GERARD R. IMPERIAL
Officer-in-Charge

encl: As stated.



MALACAÑANG
PRESIDENTIAL BROADCAST STAFF-RTVM
(Pampanguluhan Tauhan sa Brodkast-Radyo Telebisyon Malacañang)
MANILA

**REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF THE
SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**
28 SEPTEMBER 2022

Purpose

The Presidential Broadcast Staff-Radio Television Malacañang (RTVM) requires the full disclosure of the assets, liabilities, net worth, business interests, and financial connections of all its officials and employees, including those of their spouses and unmarried children under eighteen (18) years old at the time of filing and are living in their household.

This issuance prescribes the procedures for the submission and review of the Sworn Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests, and Financial connections (SALN/s) in compliance with the following legal bases and/or mandates:

1. Section 17 of Article XI of the 1987 Constitution

"A public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth. x x x"

2. Section 10 of RA 6713 on the Code of Conduct and Ethical Standards for Public Officials and Employees

"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 years of age living in their households."

3. Civil Service Commission (CSC) Resolution Nos., 1300173¹, 1300455², 15000088³.

Coverage

The provisions of this issuance shall apply to all officials and employees of the RTVM who are holding regular plantilla positions, whether permanent or temporary status.

¹ Dated 24 January 2013 re: Use of the Statement of Assets, Liabilities and Net Worth (SALN) FORM (For the Year 2012 and Onwards)

² Dated 4 March 2013 re: Review and Compliance Committee for the Statement of Assets, Liabilities, and Net Worth (SALN)

³ Dated January 23, 2015 which adopted the Revised SALN Form and the amendments in the Guidelines in the Filling Out of the SALN Form Beginning CY 2012.

- d. Improvements to refer to all works that are constructed or introduced to the land, or repairs or improvements made to the land or building after its initial acquisition;
- e. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached;
- f. Acquisition cost is the amount of money paid to acquire or own something. This shall also refer to the amount of expenses incurred for improvements introduced on a real property. For purposes of computing the declarant's net worth, the acquisition cost shall be made the basis thereof;
- g. The declarant shall indicate those real properties which are already titled or registered under their name, the name of their spouse or under the name of their unmarried children below 18 years old and living in the declarant's household as of 31 December of the preceding calendar year. Additionally, real properties already covered by a deed of sale, inherited or subject of an extra-judicial settlement of estate but not yet titled under declarant's name shall also be disclosed;
- h. In the case of properties received gratuitously, e.g. donation or inheritance, zero (0) acquisition cost shall be declared. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.

Personal properties refer to jewelry, personal effects, appliances, furniture, motor vehicles, investments or other assets such as cash on hand, cash in bank, negotiable instruments, securities, stocks, bonds, paid insurance premiums, and the like. The declaration of personal properties shall include the description, year acquired, and acquisition costs or the value/amount of the said personal properties.

For purposes of SALN, the following shall be noted and adhered to:

- a. Personal properties collectively acquired or are of minimal value may be declared generally or collectively. In which case, the declarant may write/indicate "various years" under the column for Year Acquired;
- b. Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of 31 December of the preceding calendar year;
- c. The amount of money/cash in bank to be declared should be the last balance as of 31 December of the preceding year;
- d. In case of properties which are co-owned with other individuals, the declarant shall disclose the proportionate amount of their share in the property;
- e. With regard to properties subject of a contract to sell, the amount already paid shall be declared as personal property;
- f. Properties which are subject of either a chattel or real estate mortgage shall be declared in the SALN Form. The acquisition cost to be declared shall be the actual purchase price, and the liability to be declared shall be the outstanding balance of the loan as of 31 December of the preceding calendar year.

3. Liabilities

Liability refers to financial liability or anything that can result to the transfer or disposal of an asset. This includes those incurred by the declarant, their spouse, and their unmarried children below eighteen (18) years old who are living in the declarant's household at the time of filing. The declaration of liabilities shall include the nature,

If the spouse of the declarant is a public officer or employee, but who chose to separately file their SALN, their paraphernal or capital properties shall not be included in the computation of the declarant's net worth.

In case of joint filing, the declarant's total net worth and that of their spouse shall be the difference between the total assets (real and personal properties) less the total liabilities.

5. Financial connections

Financial connections refer to the declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered. The declaration shall include the financial connections of their spouse and their unmarried children below eighteen (18) years old who are living in their household as of 31 December of the preceding calendar year.

6. Business interests

Business interests refer to the declarant's existing interest in any business enterprise or entity, aside from their income from the government. This shall include those of their spouse's and their unmarried children's below eighteen (18) years old who are living in their household as of 31 December of the preceding calendar year.

7. Relatives working in government

The declarant shall also disclose their relatives in the government service within the fourth civil degree of relationship, either by consanguinity or affinity. The disclosure shall also state their relationship with the relative, the position of the relative as well as the name of office/agency and address, to the best of the declarant's knowledge and information.

Consanguinity refers to the relationship by blood from a common ancestor while affinity refers to the relationship of a husband to the blood relatives of his wife or of a wife to the blood relatives of her husband.

In case the declarant and their spouse jointly file their SALN, they shall indicate all their relatives within the fourth civil degree, either by consanguinity or affinity, and shall include the above-mentioned information.

In case the declarant has no relatives in the government service within the fourth civil degree of relationship, either by consanguinity or affinity, the declarant shall tick the appropriate box in the SALN Form.

Other Matters

1. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.
2. In case of joint filing, the declarant and their spouse shall sign in the spaces provided for just below the certification.
3. If the spouse is not a public officer or employee, the declarant shall still cause the spouse to sign the SALN.
4. In case of non-compliance with the signature of the spouse, an explanation shall be attached to the SALN Form for such non-compliance.

Ministerial Duty of the RTVM Executive Director to Issue Compliance Order

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the RTVM Executive Director 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 SALN to comply and take the necessary corrective action within a non-extendable period of two (2) weeks from receipt of such Order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on their SALN for that year, as the same came to their knowledge only after they have filed, corrected and/or submitted their SALN, must be declared or reflected in their next or succeeding SALN.

Sanctions

Based on the 2017 Rules on Administrative Cases in the Civil Service⁷ and the Code of Conduct and Ethical Standards for Public Officials and Employees⁸, any of the following acts shall be considered as **less grave offense** that is punishable by 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.

1. Failure of an official or employee to file and submit their SALN;
2. Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative(s) in the government in their SALN.

Disposal of SALNs

The SALNs may be destroyed after the period indicated in the RTVM's approved and prevailing Records Disposition Schedule unless needed in an-ongoing investigation.

Repealing Clause

All previous issuances pertaining to the SALN Form and its guidelines, including and in particular issuances that are inconsistent with these Guidelines, are hereby expressly repealed or modified accordingly.

Effectivity

These Guidelines shall be prospective in application and shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

Approved by:



UNDERSECRETARY FRANZ GERARD R. IMPERIAL
RTVM Executive Director

Some provisions herein are referenced from the Presidential Management Staff – Office of the President (PMS), Development Academy of the Philippines (DAP), Philippine Statistics Authority (PSA), and Philippine Institute of Traditional and Alternative Health Care (PITAHAC).

⁷ CSC Resolution No. 1701077, Rule 10, Section 50, D.8.

⁸ RA No. 6713, Section 8.