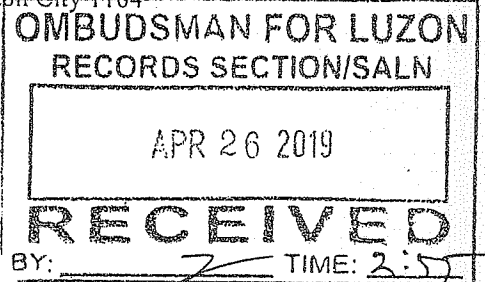




Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City 1104



**MEMORANDUM CIRCULAR No. 1**  
Series of 2019

**TO :** ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, ARMED FORCES OF THE PHILIPPINES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND SUBSIDIARIES, AND ALL OTHER CONCERNED

**SUBJECT :** AMENDED GUIDELINES ON THE TRANSMITTAL OF STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURES OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS WITH THE OFFICE OF THE OMBUDSMAN

**I. PURPOSE**

Pursuant to the provisions of Rule VIII of the Rules Implementing the *Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713)*, this Memorandum Circular is hereby issued to prescribe the manner of transmittal of statements of assets, liabilities, and net worth and disclosure of business interests and financial connections (SALNs) before the Office of the Ombudsman.

**II. COVERAGE**

This Memorandum Circular shall apply to the following:

- 1) President
- 2) Vice-President
- 3) Constitutional officials, i.e. Chairpersons, Commissioners, Ombudsman and his Deputies
- 4) Regional officials and employees of the following offices:
  - a) Departments, bureaus, and agencies of the National Government
  - b) Judiciary, except judges
  - c) Constitutional Commissions and Offices
  - d) Government-owned or controlled corporations, with or without original charter, and their subsidiaries, except the head of office
  - e) State universities and colleges, except the head of office

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- 5) Regional and local officials and employees, both appointive and elective, in the provinces, cities, municipalities, and barangays
- 6) Officers of the Armed Forces of the Philippines below the rank of Colonel or Naval Captain
- 7) Officers of the Philippine National Police below the rank of Senior Superintendent
- 8) Officers of the Philippine Coast Guard below the rank of Commodore.

### III. PROCEDURE

#### *Transmittal of Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections to the Office of the Ombudsman*

All transmittals to the Office of the Ombudsman must be accompanied by a cover letter enumerating therein the names of all officials and employees who submitted their SALNs and their corresponding positions. The cover letter shall be signed by the Chief/Head of the Personnel/Administrative Division/Unit or Human Resource Management Office (HRMO). Cover letters accompanying the transmittal of SALNs filed by barangay officials shall be signed by the Chief/Head of the Personnel/Administrative Division/Unit or HRMO of the city or municipality to which the respective barangay belongs.

Transmittal of SALNs to the Office of Ombudsman shall be in the manner provided in Civil Service Commission Resolution No. 1500088,<sup>1</sup> to wit:

<i>Repository Office</i>	<i>Officers and Employees</i>
Office of the Ombudsman-Central Office	President  Vice-President  Constitutional Officials <ul style="list-style-type: none"> <li>• Chairpersons of the Commission on Audit (COA), Commission on Elections (COMELEC), and Civil Service Commission (CSC)</li> <li>• Commissioners of COA, COMELEC, and CSC</li> <li>• Ombudsman and his Deputies</li> </ul>
Office of the Deputy Ombudsman in their respective area offices (Luzon, Visayas, or Mindanao)	Regional officials and employees of the following offices: <ul style="list-style-type: none"> <li>• Departments, bureaus, and agencies of the National Government</li> <li>• Judiciary, except judges</li> <li>• Constitutional Commissions and Offices</li> <li>• Government owned or controlled corporations with or without original charter, and their subsidiaries, except the head of office</li> <li>• State universities and colleges, except the head of office</li> </ul>

<sup>1</sup> Promulgated on 23 January 2015.

	<p>Provincial elective and appointive officials including Governors, Vice-Governors, and Sangguniang Panlalawigan Members</p> <p>City and municipal elective and appointive officials including Mayors, Vice-Mayors, and Sangguniang Panlungsod/Bayan Members, Barangay officers</p> <p>Officers of the AFP below the rank of Colonel or Naval Captain</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>Officers of the PNP below the rank of Senior Superintendent</p> <ul style="list-style-type: none"><li>• Superintendent, Chief Inspector, Senior Inspector and Inspector</li><li>• Other Police Officers</li></ul> <p>Officers of the PCG below the rank of Commodore</p> <ul style="list-style-type: none"><li>• Captain, Commander, Lieutenant Commander, Lieutenant, Lieutenant Junior Grade and Ensign</li></ul>
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*SALNs required to be filed on or before April 30 of every year shall be transmitted to the Office of the Ombudsman in the manner provided above, on or before June 30 of the applicable year.*

*SALNs required to be filed after assumption of office or after separation from service shall be transmitted to the Office of the Ombudsman in the manner provided above within thirty (30) days upon receipt of such SALNs.*

#### IV. REPEALING CLAUSE

All previous issuances inconsistent herewith are deemed suspended or modified accordingly.

#### V. EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect after fifteen (15) days following the completion of its publication in a newspaper of general circulation.

Quezon City, Philippines, APR 05 2019

  
SAMUEL R. MARTIRES  
Ombudsman