

HGC INTERNAL REVIEW AND COMPLIANCE PROCEDURE
In the Filing and Submission of Statements of Assets, Liabilities and Networth
and Disclosure of Business Interests and Financial Connections (SALNs)

Pursuant to Republic Act No. 6713 (*Code of Conduct and Ethical Standards for Public Officials and Employees*) and other related laws and issuances, HGC shall adopt the following Internal Review and Compliance Procedure in the Filing and Submission of the SALNs of HGC officers and employees:

I. OBJECTIVES

1. To enjoin all HGC officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives in the government service;
2. To ensure that all SALNs of HGC officers and employees are submitted on time, are complete and in proper form; and
3. To ensure that the SALNs are reviewed by the members of the HGC Review and Compliance Committee (HGC-RCC) as to form, timeliness, and completeness before submission to the Civil Service Commission (CSC).

II. GUIDELINES AND PROCEDURE

4. All HGC officers and employees (Declarants) shall file under oath their SALNs, reckoned as of the end of the preceding year, with the Human Resources Department (HRD) on or before 30 April of every year.
5. The Declarants shall use the 2012 SALN Form (ANNEX A) and accomplish the same in accordance with the Guidelines (ANNEX B) issued by the Civil Service Commission (CSC).
6. The HRD shall then turn over the accomplished SALN Forms to the HGC-RCC on the next working day immediately succeeding 30 April of every year.
7. The members of the HGC-RCC shall evaluate and determine whether the 2012 SALN Forms have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the Declarant. Items not applicable to the Declarant should be marked N/A (not applicable).
8. On or before 10 May of every year, the HGC-RCC shall submit a report to the Vice President of the Corporate Services Group (VP-CSG), including a list of

employees in alphabetical order, who: a) filed their SALNs with complete data; b) filed their SALNs but with incomplete data; and c) did not file their SALNs.

9. The VP-CSG shall submit the aforesaid list to the HGC President, copy furnished the CSC, on or before 15 May of every year.
10. Within five (5) days from receipt of the list and recommendation, it shall be the ministerial duty of the HGC President, or his duly authorized representative, to issue an Order requiring those who have incomplete data in their SALNs to correct/supply the desired information and those who did not file/submit their SALNs to file/submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.

III. OFFENSES AND SANCTIONS

11. Failure of an officer or employee to file or submit his/her SALN shall be a ground for disciplinary action. The President 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 administrative proceedings.
12. The offense of failure to file SALN is punishable under Section 46(D)(8) of Rule X of the Revised Rules on Administrative Cases in the Civil Service with the following penalties:
 - First Offense* - Suspension of one (1) month and one (1) day to six (6) months
 - Second Offense* - Dismissal from the service
13. HGC officers and employees who fail to correct/supply the desired information within the thirty (30) day period required under No. 10 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs.

IV. TRANSMITTAL

14. The HRD, upon instruction by the VP-CSG, shall transmit all original copies of the accomplished SALN Forms, except that of the President,¹ to the CSC on or before 30 June of every year.

¹ The SALN of HGC President is to be submitted to the Office of the President of the Republic of the Philippines.