



Republic of the Philippines
Office of the President
PHILIPPINE RACING COMMISSION

MEMORANDUM

OED-02-2022-0214

23 February 2022

TO : **ALL CONCERNED EMPLOYEES
DIVISION / UNIT HEADS**

SUBJECT : **PHILRACOM REVIEW AND COMPLIANCE
PROCEDURE IN THE FILING AND SUBMISSION OF
STATEMENT OF ASSETS, LIABILITIES AND NET
WORTH (SALN) AND DISCLOSURE OF BUSINESS
INTEREST AND FINANCIAL CONNECTIONS**

In conformance with Republic Act No. 6713, also known as the Code of Conduct and Ethical Standards for Public Officials and Employees, the following process is hereby adopted and hereto attached:


***PHILRACOM Review and Compliance Procedure in the Filing
and Submission of Statement of Assets, Liabilities and New
Worth and Disclosure of Business Interest and Financial
Connections (SALN)***

This Memorandum is consistent with Office Order No. FADHR-11-2021-30, 2021-66 dated November 24, 2021, reconstituting the SALN Review and Compliance Committee for the said purpose.

For your information and proper guidance.

FOR THE COMMISSION:

RONALD A. CORPUZ

Acting Executive Director III 

Cc: Office of the Chairman, PHILRACOM



Republic of the Philippines
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**REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF
STATEMENT OF ASSETS AND LIABILITIES AND NET WORTH AND DISCLOSURE
OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

In conformity to Republic Act No. 6713, also known as the Code of Conduct and Ethical Standards for Public Officials and Employees, the following Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and New Worth and Disclosure of Business Interest and Financial Connections (SALN) is hereby adopted:

- I. Philracom plantilla-based officers and employees, including those who are on leave of absence or suspended shall file their SALNs in accordance with CSC rules and regulations with the proper Review and Compliance Committee created hereunder.
- II. The Review and Compliance Committee (RCC) shall be created and composed of the following:

Chairman - Head of the Human Resource Management Unit

Member - Personnel from Human Resource Management Unit

Member - Personnel from Human Resource Management Unit

III. Duties and Functions of the Review and Compliance Committees

1. The RCC shall receive the SALNs from the officer and employees.
2. The RCC shall review and evaluate to indicate that SALNs are complete and made in the prescribed form and duly accomplished containing all the required and applicable information and all items not applicable are marked "not applicable or "NA".
3. The RCC shall see to it that the SALNs are submitted within the prescribed period, in accordance with the CSC rules and regulations:
 - a. within 30 days after assumption of office, statements of which must be reckoned as of his/her first day of office:
 - b. on or before April 30 of every year, thereafter, statements of which must be reckoned as of the end of the preceding year, and
 - c. within 30 days after separation from the service, statements of which must be reckoned as of his/her last day of office.

4. The RCC shall prepare a list containing the names of officers and employees in alphabetical order who:

- a. filed their SALNs with complete data;
- b. filed their SALNs with incomplete date; and
- c. did not file their SALNs.

IV. Sanction for failure to comply:

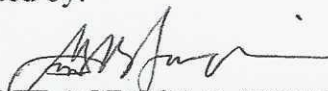
Failure to submit and correct his/her SALN in accordance with the procedure and within the given period shall be a ground to disciplinary action:

1st offense - Suspension for one (1) month and one (1) day to six (6) months.

2nd offense - Dismissal from the service.

For immediate effectivity and strict compliance:

Prepared by:


MA. MILAGROSA S. ESTANDIAN
Planning Officer III

Approved by:


RONALD A. CORPUZ
Acting Executive Director III 



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PHILIPPINE RACING COMMISSION

OFFICE ORDER
FADHR-11-2021-30
2021 - 66

In compliance with Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolutions NO. 06-0231, a Review and Compliance Committee is hereby reconstituted to evaluate the SALN of officials and employees to determine if the form is completely and properly accomplished before submission to the Civil Service Commission and Malacañang.

The following HRM Section personnel are the new composition of the Review and Compliance Committee:

MS. LIZA M. LANSANGAN	-	Chairperson	<i>Liz</i>
MR. KRISTOFFER D. BASILIO	-	Member	<i>Krlb1w</i>
MS. CIRYL ANN B. DACASIN	-	Member	<i>amDacasin</i>

This Officer Order supersedes Office Order No. 2018 – 11 issued on 15 January 2018, shall take effect on 25 November 2021 and remain in force unless otherwise revoked or sooner terminated.

24 November 2021, Makati City


RONALD A. CORPUZ
Acting Executive Director III 