



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

OFFICE ORDER NO. 20-027

REVIEW AND COMPLIANCE COMMITTEE

WHEREAS, Section 17, Article XI of the 1987 Philippine Constitution and Section 34, Chapter 9, Book 1 of the 1987 Administrative Code mandate that *“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”*;

WHEREAS, Section 8 of the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713) requires the declarant *“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 (18) years of age living in their households”*;

WHEREAS, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

WHEREAS, Section 10 of Republic Act No. 6713 provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the Statements of Assets, Liabilities and Net Worth (SALN), and determine if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

WHEREAS, Civil Service Commission (CSC) Resolution No. 1300455 directs that every office or agency shall have a Review and Compliance Committee (RCC) which shall be composed of one (1) Chairman and two (2) members;

WHEREAS, CSC Resolution No. 1300455 also mandates that the RCC shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form;

WHEREAS, the Presidential Communications Operations Office (PCOO) shares in the mandate of the 1987 Philippine Constitution and other related legislations and regulations in making every government official and employee

accountable through the provision of a declaration under oath of his/her assets, liabilities and net worth;

WHEREAS, the PCOO had created a PCOO RCC as evidenced by the Office Orders it previously issued;

WHEREAS, there is a need to revise the Office Orders issued relative to the PCOO RCC and set the composition of the Committee that will lead and steer the efforts of the PCOO in complying with all the future issuances and requirements related to the submission of SALNs;

NOW, THEREFORE, in the exigency of service and in order to effectively implement the PCOO's mandate, the **PCOO Review and Compliance Committee** is hereby reconstituted.

Section 1. Composition. – A Special Order shall be issued to effectively reconstitute the PCOO RCC.

The **PCOO RCC** shall be composed of the following:

- 1.1 Chairperson - Undersecretary; and
- 1.2 Members – Two (2) Officials with the rank of Director III or higher handling legal and administrative matters.

The **Secretariat** shall be composed of:

- 1.3 Head, Personnel Section;
- 1.4 Head, Training Section;
- 1.5 Administrative Officer IV (HRMO II); and
- 1.6 Personnel from other Offices/Units as may be determined by the RCC.

Section 2. Functions and Responsibilities of the PCOO RCC. – The PCOO RCC shall:

- 2.1 Evaluate if the SALN submitted by the PCOO officials and employees has been submitted on time, complete, and in proper form;
- 2.2 Prepare a list of the following employees, in alphabetical order, to the head of the agency, copy furnished the CSC, on or before 15 May of every year:
 - 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;¹
- 2.3 Render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed;
 - 2.4 Inform the reporting official or employee and direct him/her to take the necessary corrective action if the PCOO RCC determined that his/her statement was improperly filed;²
 - 2.5 Draft the PCOO RCC's review and compliance procedure of SALNs and cascade to all PCOO officials and employees;
 - 2.6 Upload the scanned copy of the PCOO RCC's review and compliance procedure of SALNs in the agency's webpage not later than 01 October 2020; and
 - 2.7 Ensure that should any changes in the PCOO's review and compliance procedure of SALNs be adopted and must be properly indicated in the PCOO's webpage.

Section 3. Function and Responsibility of the PCOO RCC Secretariat. – The PCOO RCC Secretariat shall provide the technical assistance to the PCOO RCC.

Section 5. Repealing Clause. – All PCOO orders, issuances and memoranda that are inconsistent with this Order are hereby repealed.

Section 6. Effectivity Clause. – This Order shall take effect immediately.

27 August 2020


JOSE RUPERTO MARTIN M. ANDANAR
Secretary

¹ CSC Resolution No. 1300455 dated 04 March 2018,

² Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees and Memorandum Circular No. 10, series of 2006 ("Review and Compliance Procedure in the Filing and Submission of the SALNs and Disclosure of Business Interests and Financial Connections).