



MTRCB

Office of the President of the Philippines

MOVIE & TELEVISION REVIEW & CLASSIFICATION BOARD

**GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES
IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS
INTEREST AND FINANCIAL CONNECTIONS**

Legal Bases:

- Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
- Civil Service Commission (CSC) Memorandum Circular No. 10, s. of 2006 on the “Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections”
- Civil Service Commission (CSC) Resolution Nos. 1300455 and 1500088 on the “Review and Compliance Committee for the SALN”

I. Filing of SALN

All MTRCB officials and employees shall file under oath their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALNs) with the Human Resources Unit:

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said official or employee;
- b. On or before 30 April of every year thereafter, statements of which must be reckoned as the end of the preceding year;
- c. Within thirty (30) days after separation from the service, statement of which must be reckoned as of the last day of office of said official or employee.

II. Review and Compliance Committee

Upon receipt of the SALN forms, the Chief Administrative Officer, through its Human Resources Unit (HRU), shall review and evaluate if the same has been submitted on time or whether the official or employee has properly accomplished said form. The Review and Compliance Committee shall prepare the following:

1. Cover/Transmittal Letter
2. Summary of List of Filers (SLF) (Printed Copy)
3. Summary of List of Filers (Softy Copy)
4. Certification issued by the Review and Compliance Committee
5. List of Employees who did not file their SALNs
6. Sworn Statements of Assets, Liabilities and Net Worth (SALNs)

III. Timeline

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| 15 March | - | Issuance of Memorandum Circular by the Chief Administrative Officer, with attached SALN form requiring all officials and employees to file and submit their SALN on or before 30 April |
| 30 April | - | Deadline for filing and submission of SALN of Officials to the Office of the President and employees to the HRU |
| 1-15 May | - | Review and evaluation of SALNs by the HRU |
| 15 May | - | Submission of List of Compliant and Non-Compliant Employees by the HRU to the Chief Administrative Officer |
| 30 June | - | Deadline for officials and employees to submit their SALN to the CSC, in accordance with RA 6713 |

Officials and employees who fail to file SALN shall be made liable for the offense of Failure to File SALN. Such offense shall be punishable by the following:

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|-------------|---|---|
| 1st Offense | - | Suspension of one (1) month and one (1) day to Six (6) months |
| 2nd Offense | - | Dismissal from the service |

This Order shall take effect immediately and remain in force until otherwise revoked.


MARIA RACHEL J. ARENAS
Chairperson