



MC No. 20 s. 1994

**MEMORANDUM CIRCULAR**

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND SUBSIDIARIES INCLUDING LEGISLATURE, JUDICIARY, ARMED FORCES OF THE PHILIPPINES (AFP) AND THE PHILIPPINE NATIONAL POLICE (PNP)

SUBJECT : **Amendment No.1 to Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees**

To insure a uniform implementation of the provisions of Section 8 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", Section 1 (c), (d) and (f), RULE VII. PUBLIC DISCLOSURE of the implementing RULES are hereby amended, to read as follows:

(c) Where to File

The Statement of Assets, Liabilities and Networth and the Disclosure of Business Interest and Financial Connections shall be filed by OFFICIALS AND EMPLOYEES at the Offices indicated opposites their positions:

WHERE TO FILE	OFFICIAL/EMPLOYEE CONCERNED
National Office of the Ombudsman	- President and Vice President OF THE PHILIPPINES  CHAIRMEN AND COMMISSIONERS OF Constitutional COMMISSIONS AND OFFICES
Secretary of the Senate	- Senators

Secretary General of the House of Representatives	- Congressmen
Clerk of Court of the Supreme Court	- Justices OF THE SUPREME COURT, COURT OF APPEALS, SANDIGANBAYAN AND COURT OF TAX APPEAL
Court Adminis- trator	- Judges OF THE REGIONAL TRIAL COURT, METRO- POLITAN CIRCUIT TRIAL COURT, CITY COURT, MUNICIPAL AND SPECIAL COURTS
Office of the President	- National Executive Officials such as Members of the Cabinet, Undersecre- taries and Assistant Secretaries including the the Foreign Service Officers (FSO)
	- Heads of Government-Owned and Controlled Corpora- tions with original char- ters and their subsidia- ries, and State Colleges and Universities
	- Officers of the Armed Forces from the rank of Colonel or Naval Captain
Deputy Ombuds- man in their respective region	- Regional Officials and Employees OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT INCLUDING THE JUDICIARY AND CONSTITUTIONAL COMMIS- SIONS AND OFFICES
	- REGIONAL Officials and Employees of Government- Owned and Controlled Cor- porations and their sub- sidiaries in the region
	- ALL OTHER Officials and Employees of State Col- leges and Universities

- REGIONAL Officers below THE RANK OF COLONEL OR NAVAL CAPTAIN INCLUDING CIVILIAN PERSONNEL OF THE AFP
- REGIONAL OFFICIALS AND EMPLOYEES OF THE PNP
- PROVINCIAL OFFICIALS AND EMPLOYEES INCLUDING GOVERNORS, VICE-GOVERNORS AND SANGGUNIANG PANLALAWIGAN MEMBERS
- MUNICIPAL AND CITY OFFICIALS AND EMPLOYEES INCLUDING MAYORS, VICE-MAYORS, SANGGUNIANG BAYAN /PANLUNSOD MEMBERS AND BARANGAY OFFICIALS
- ALL OTHER CENTRAL OFFICIALS AND EMPLOYEES OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT INCLUDING THE JUDICIARY AND CONSTITUTIONAL COMMISSION AND OFFICES AS WELL AS GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND THEIR SUBSIDIARIES
- APPOINTIVE OFFICIALS AND EMPLOYEES OF THE LEGISLATURE
- ALL OTHER CENTRAL OFFICERS BELOW THE RANK OF COLONEL OR NAVAL CAPTAIN AS WELL AS CIVILIAN PERSONNEL OF THE AFP
- ALL OTHER CENTRAL OFFICIALS AND EMPLOYEES OF THE PNP

Civil Service  
Commission

(d) SUBMISSION OF SWORN STATEMENTS

OFFICIALS AND EMPLOYEES WHO ARE REQUIRED TO FILE THEIR SWORN STATEMENTS WITH THE CIVIL SERVICE COMMISSION MUST ACCOMPLISH THE FORM (ANNEX A, REVISED, 1994) IN TRIPPLICATE AND SUBMIT THE ORIGINAL AND DUPLICATE COPIES TO THE ADMINISTRATIVE /PERSONNEL DIVISION/UNIT IN THEIR RESPECTIVE AGENCIES NOT LATER THAN APRIL 30. THE CHIEF OF THE ADMINISTRATIVE/PERSONNEL DIVISION/UNIT MUST THEN TRANSMIT ON OR BEFORE 30 JUNE OF EVERY YEAR, ALL ORIGINAL COPIES OF THE SWORN STATEMENTS THEY RECEIVED ARRANGED ALPHABETICALLY AND BOUND WITH A COVERING LIST OF FILERS IN ALPHABETICAL ORDER TO THE :

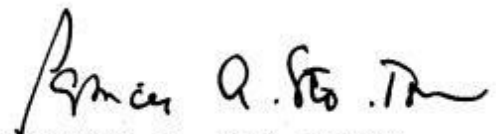
OFFICE FOR CENTRAL PERSONAL RECORDS  
CIVIL SERVICE COMMISSION  
CONSTITUTION HILLS, BATASAN COMPLEX  
DILIMAN, QUEZON CITY

OTHER OFFICES MAY PRESCRIBE A DIFFERENT PROCEDURE FOR FILING.

(f) Married couples who are both public officials or employees may file the required statement jointly or separately. A JOINT STATEMENT SHALL BE SIGNED BY BOTH SPOUSES AND SHALL BE FILED IN THEIR RESPECTIVE OFFICES.

The attached revised form (Annex A, Revised 1994) has been approved by the Civil Service Commission to be used by all concerned effective 1995. This form shall be reproduced back to back in one sheet of paper. The instructions previously printed at the back of the old form shall be reproduced separately for personal use of the individual filer.

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

  
PATRICIA A. STO. TOMAS  
Chairman

May 31, 1994

**SWORN STATEMENTS OF ASSETS, LIABILITIES, AND NETWORTH  
DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS  
AND IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE**

(REVISED, 1994)

As of December 31, 19 \_\_\_\_  
(Required by R. A. 6713)

Name \_\_\_\_\_  
(Surname) (First Name) (M.I.)

Address \_\_\_\_\_

Spouse Name \_\_\_\_\_  
(Surname) (First Name) (M.I.)

Position/Income \_\_\_\_\_

Office \_\_\_\_\_

Office Address \_\_\_\_\_

Position \_\_\_\_\_

Office \_\_\_\_\_

Unmarried Children below 18 years of age	
Name	Date of Birth

**A. ASSETS, LIABILITIES AND NETWORTH**

**1. ASSETS**

**a. Real Properties:**

Kind	Location	Year Acquired	Mode of Acquisition	Assessed Value	Current Fair Market Value	Acquisition Cost	
						Land, Bldg., etc.	Improvements

Total : P \_\_\_\_\_

**b. Personal and other Properties**

Kind	Year Acquired	Acquisition Cost

Total : P \_\_\_\_\_

**2. LIABILITIES (Loans, Mortgages, etc.)**

Nature	Amount

Total : P \_\_\_\_\_

**B. BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

Do you have any business interests and other financial connections including those of your spouse and unmarried children below 18 years of age living with you in your household?

/ / Yes      / / No      If yes, give particulars:

Name	Name of Firm/ Company	Address	Nature of Business Interest and/or Financial Connection	Date of Acquisition or Connection

**C. IDENTIFICATION OF RELATIVES IN THE GOVERNMENT SERVICE**

To the best of your knowledge, are you related within the fourth degree of consanguinity or of affinity to anyone working in the government?    / / Yes    / / No    If yes, give particulars

Name	Position	Relationship	Name/Address of Office

I hereby certify to the best of my knowledge and information, that these are true statements of my assets, liabilities, network, business interests and financial connections, including those of my spouse and unmarried children below 18 years of age and names of my relatives in the government as of December 31, 19 \_\_\_\_, as required by and in accordance with Republic Act 6713.

I hereby authorize the Ombudsman or his duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, network, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

(Date) \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
Signature of Employee

TIN : \_\_\_\_\_  
Com. Tax Cert. No. : \_\_\_\_\_  
Issued At : \_\_\_\_\_  
Issued On : \_\_\_\_\_

TIN : \_\_\_\_\_  
Com. Tax Cert. No. : \_\_\_\_\_  
Issued At : \_\_\_\_\_  
Issued On : \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, affiant exhibiting his Community Tax Certificate as indicated above.

\_\_\_\_\_  
(Person Administering Oath)