



**National
Conciliation and
Mediation
Board**

Republic of the Philippines
Department of Labor and Employment
4th-6th Floors, Arcadia Building
860 Quezon Avenue, Quezon City 1103
Tel. Nos.: 332-4176 • 332-4177 • 332-4180
Telefax: 332-4175 • 332-2231 • 332-4179



OFFICE ORDER NO. 40-A
(Series of 2018)

Further to Office Order No. 40, s. 2018, and in line with Sections 8 and 10 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and CSC Resolutions Nos. 13000455 s. 2013 and 1500088 s. 2015, the following guidelines are hereby prescribed with the end-in-view of institutionalizing a standard review and compliance procedure for the filing and submission of Statements of Assets, Liabilities and Networth (SALNs) and Disclosure of Business Interests and Financial Connections:

1. All public officials and employees, except those without service credit or pay and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households to the Chief/Head of Administrative Division or Unit, to wit:
 - Within thirty (30) days after assumption of office, statements of which must be reckoned as his/her first day of service;
 - On or before March 31 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - Within thirty (30) days after separation from the service, statements of which must be reckoned as his/her last day of service.
2. All public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.
3. Upon receipt of the SALN forms, the Review and Compliance Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).