



SOCIAL HOUSING FINANCE CORPORATION

BDO Plaza, 8737 Paseo de Roxas, Makati City, 1226 Philippines
Trunklines: (632) 750-6346/47/55 loc. 601 Fax (632) 894-1096

Office Order No. 13-0359
Series of 2013

Subject: CREATION OF A REVIEW AND COMPLIANCE COMMITTEE (RCC) AND ADOPTION OF A REVIEW AND COMPLIANCE PROCEDURE (RCP), PURSUANT TO REPUBLIC ACT NO. 6713, OTHERWISE KNOWN AS THE "CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES"

Pursuant to RA No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", and in compliance with the DOJ Memorandum dated 20 February 2013 enjoining all agencies under the Executive Department to establish a Review and Compliance Committee (RCC) and formulate a Review and Compliance Procedure (RCP), a Review and Compliance Committee is hereby created, composed of:

Chairperson	: EVP Eduardo T. Manicio
Representatives/Members	: VP Jose D. Melgarejo VP Ma. Rosalie Richa A. Taguian Ms. Lourdes P. Panaligan
Secretariat	: Atty. Leo B. Deocampo Ms. Maricris L. Calina Ms. Leila S. Dava

The Review and Compliance Committee (RCC), pursuant to Section 10 of RA 6713, shall have the following powers and functions:

I. Evaluate, monitor and determine whether the Statements of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests & Financial Connections have been submitted on time, are complete, and are in proper form and whether it is in accordance to the new form as prescribed by the Civil Service Commission;

A. Ensure that the aforementioned documents shall contain the following:

1. Real property, its improvements, acquisition costs, assessed value and current fair market value;
2. Personal property and acquisition cost;
3. All other assets such as investments, cash on hand or in banks, stocks, bonds and the like;
4. Liabilities; and

5. All business interests and financial connections.

B. Enforce strict compliance with the filing of the said documents on or before the reglementary periods of:

1. within thirty (30) days after assumption of office;
2. on or before April 30, of every year thereafter; and
3. within thirty (30) days after separation from the service.

II. The Review and Compliance Procedure (RCP) for the review of SALNs and Disclosure of Business Interests & Financial Connections of SHFC employees, to be enforced by the RCC, is provided hereunder, to wit:

A. The RCC shall meet on the first working day of March every year, and thereafter as often as may be necessary, to evaluate, monitor and determine the SALN and Disclosure of Business Interests & Financial Connections of the Reporting Individual in the person of regular or probationary officer or employee of SHFC, including those who are separated from service but required by law to file their SALNs and Disclosure of Business Interests & Financial Connections.

B. The RCC shall be notified by the Administration Department, HR Division within one week from the day every public officer or employee assumes office at SHFC, or resigns, retires or separates therefrom; and the RCC shall have access to all the pertinent documents in order for it to conduct its evaluation, monitoring and determination of compliance pursuant to the reglementary periods mentioned in I-B hereof;

C. The RCC shall inform the Reporting Individual if his or her SALN and/or Disclosure of Business Interests & Financial Connections was not timely filed in accordance with the prescribed form and substance. The RCC shall direct him or her to take the necessary corrective action, which must be acted upon accordingly by the Reporting Individual within three (3) days from written notice of being required to do so.

Failure on the part of the Reporting Person to comply accordingly within the prescribed period to do so shall be considered as a violation of SHFC rules and regulations, consequently giving rise to the imposition of the following enforcement measures:

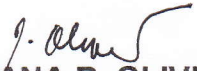

1. For those officers and employees falling under I-B-1 and I-B-2 hereof, their salaries due them shall be withheld until they take the necessary corrective action. Continuous failure to take the necessary corrective action despite the withholding of salaries shall subject the said officer or employee to disciplinary action, without prejudice to SHFC instituting against him or her the criminal case, pursuant to and in accordance with Section 11, in relation to Section 8 and 9 of RA 6713.

2. For those who are already separated from service falling under I-B-3 hereof, their clearance, terminal leave pay, separation or retirement benefits, if any, and other emoluments shall be withheld until they take the necessary corrective action. Continuous failure to take the necessary corrective action despite the withholding of clearance, terminal leave pay, separation or retirement benefits, if any, and other emoluments shall be taken as circumstantial proof of guilt, *prima facie*, against the resignee, retiree or separatee warranting SHFC to institute against him or her the

criminal case, pursuant to and in accordance with Section 11, in relation to Section 8 and 9, of RA 6713.

III. The SHFC Management, through the RCC, shall submit the necessary reports and status updates to the Chairman, HUDCC as regards to the implementation of Section 10 of RA 6713 and manner of compliance with the avowed duty of public officials and employees to accomplish and submit declarations under oath of their assets, liabilities, net worth and all business interests and financial connections including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

This Office Order takes effect immediately. Any office policies, office orders and/or memoranda, or parts thereof, inconsistent with any provision of this Order are deemed modified or repealed accordingly.


MA. ANA R. OLIVEROS
PRESIDENT 

Date Approved: 27 February 2013