

MC # 10, s. 1974

MEMORANDUM CIRCULAR

TO : ALL OFFICIALS AND EMPLOYEES  
This Agency

SUBJECT: Submission of Assets and Liabilities as Required  
for by R.A. 3019, as amended.

Quoted hereunder for your information and compliance is Memorandum Circular No. 695 of the Office of the President dated January 14, 1974:

"TANGGAPAN NG PANGULO NG PILIPINAS  
(OFFICE OF THE PRESIDENT OF THE PHILIPPINES)

MEMORANDUM CIRCULAR NO. 695

REMINDING ALL CONCERNED OF THE OBLIGATION TO FILE  
THEIR SWORN STATEMENTS OF ASSETS AND LIABILITIES  
UNDER REPUBLIC ACT NO. 3019, AS AMENDED.

Under Section 7 of Republic Act No. 3019, as amended, otherwise known as the Anti-Graft Law, every public officer is required to file with the office of the Department Head concerned his statement of assets and liabilities "within thirty days after the approval of this Act or after assuming office, and within the month of January of every other year thereafter, as well as upon the expiration of his term of office, or upon his resignation or separation from office." In the case of a Department Head or chief of an independent office, the statement shall be filed with the Office of the President. The last filing of such statements was in January, 1972, as published in Memorandum Circular No. 526 of this Office dated January 4, 1972.

For the proper guidance of all concerned, it is hereby informed that public officers who filed their statements in January, 1972, are required to file their new Sworn Statements of Assets and Liabilities within the month of January, 1974. Those who entered the service and assumed office sometime during the period since January 1, 1972, who are presumed to have filed their sworn statements of assets and liabilities within thirty days after assuming office, are also required to file such statements in January, 1974. The statement shall cover the period from the day immediately following the date included in the previous statement, up to December 31, 1973.

For this purpose, the form prescribed under Memorandum Circular No. 146, series of 1968, shall be used. Sufficient number of copies of the said form shall be prepared by all offices concerned for the use of their respective officials and employees.

All concerned are hereby reminded that failure to file the required statements within the prescribed period is punishable by a fine of not less than P100 nor more than P1,000, or by imprisonment not exceeding one year, or both such fine and imprisonment, at the discretion of the Court, or by dismissal from the service in a proper administrative proceeding even if no criminal prosecution is instituted against the official or employee concerned, as provided in Section 9(b) of the law.

By authority of the President;

(SGD.) ALEJANDRO MELCHOR  
Executive Secretary

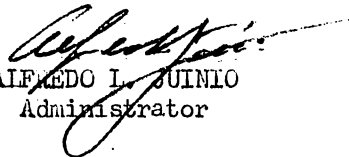
Manila, January 14, 1974"

The following guidelines are hereby issued in complying with the above memorandum:

1. All officials and employees (except casual laborers) are directed to file their declaration not later than January 31, 1974.
2. It shall be the responsibility of the chiefs of departments, staffs, field offices, and special projects to see to it that all concerned will comply to this memorandum for the transmittal of same to the Central Office.
3. The statement forms shall be accomplished in duplicate by Central Office personnel and in triplicate by field personnel, the original copy to be submitted to the Central Office, one copy for file of the respective field office, and one copy for file of official or employee concerned.
4. All original copies of the statements should be received at the Central Office, ATTN.: Administrative Department, according to the following schedule:
  - a. Central Office proper, MAS Compound, Motor-pool, and Quezon City offices of the UPRP, NIA-UNDP, AMIADP and Region 3 - not later than January 31, 1974.
  - b. All field offices - not later than February 15, 1974.

Please be guided accordingly.

January 18, 1974

  
ALFREDO L. JUINIO  
Administrator

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T O T A L - - - - -

iii. That my family and personal expenses during the preceding two (2) calendar years amounted to ₱ \_\_\_\_\_.

iv. That the income taxes I paid for the two (2) preceding calendar years amounted to ₱ \_\_\_\_\_ and ₱ \_\_\_\_\_, respectively.

v. That I am making this statement in compliance with Section 7 of Republic Act No. 3019 as required of: (Check the number of the appropriate statement.)

1. A newly-appointed or elected official or employee;
2. One already in the government service; or
3. An official or employee resigning or otherwise leaving the government service.

IN-WITNESS WHEREOF, I have hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ in the City/Municipality of \_\_\_\_\_.

(Signature of Affiant)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, affiant exhibiting to me his/her Res. Cert. # A-\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 19\_\_\_\_.

(Administering Officer)

1. This form shall be submitted in TRIPLICATE.
2. For newly-appointed or elected officials and employees, the statements re income and expenses may cover only the calendar year next preceding his appointment or election, as the case may be.
3. For those leaving the service, the statement shall cover the period from the last statement submitted up to the date of separation.
4. If more spaces are required, the whole form may be reproduced in more sheets of legal-sized paper, provided the style of this form is followed.

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1-12-72