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National Power Corporation

MEMORANDUM

FOR :

U. C. MENDIOLA, JR.	- VP, Corporate Affairs Group
E. A. VELOSO, JR.	- VP, Small Power Utilities Group
R. T. TEVES	- VP, Power Engineering Services
M. P. RIDULME	- VP, Office of the Legal Counsel
D. C. CORPUZ	- VP, Mindanao Generation
M. L. B. PLOFINO	- Sr. Dept. Mgr., Resource Mgmt. Service
A. P. JAPON	- Sr. Department Manager Finance
E. S. DELOS REYES	- Sr. Department Manager, Administration
V.N. AREVALO	- Sr. Department manager, Internal Audit
P.D. MABBAGU	- Corporate. Secretary, Office of the Corporate Secretary
G.S. ALPAJORA	- Department Manager, SPUG-Luzon
P. A. LLORENTE	- OIC- SPUG-Visayas
N.F. FLAUTA, SR.	- Department Manager, SPUG-Mindanao

FROM : **L. T. DY**
Vice President, Administration and Finance

SUBJECT : **Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) Form for Year 2017**

DATE : 26 January 2018

In compliance with R.A. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all NPC officials and employees who are appointed on permanent, temporary, contractual and co-terminous status are required to file and/or correct their SALN Form for the Year 2017 (Annex A).

The assigned HR Staff, Head Office and its counterparts in SPUG-Luzon, Visayas and Mindanao Operation and Human Resource and Administration Division of Mindanao Generation must see to it that the following pertinent provisions of NPC Circular No. 2013-04 dated 11 March 2013 must be complied with:

1. Section 3 under Item 6.1 provides that, "Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order" (underscoring supplied).
2. In reviewing the accomplished SALN Forms, the responsible HR staff must follow the CSC guidelines in the filling-out of the SALN Form (Annex B). It is emphasized that both declarant and his/her spouse, whether or not working in government or private office shall sign in the spaces provided for at the back of SALN Form. In case of



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non-compliance on the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.

3. Section 7.0 Delineation of Responsibilities. HR and its Field HR/Counterparts shall submit consolidated alphabetical listing of officials and employees to concerned agencies, i.e. Office of the Ombudsman covering the plant/office installation's area copy furnished the Office of the Vice President, Administration and Finance on or before 30 June 2018.

The filing of SALN to concerned offices shall be as follows:

Work Group of the Filer	Responsible HR/Counterpart	Concerned Agencies
NPC President	Organization and Placement Division (OPD)	Office of the President of the Republic of the Philippines, Malacañang, Manila
Head Office Based Personnel including PES and SPUG		The Civil Service Commission, Diliman, Quezon City
SPUG Luzon, Visayas and Mindanao Operations	Support Services (Luzon, Visayas and Mindanao Operations)	Deputy Ombudsman covering the plant/office/ installation's area
Mindanao Generation	Human Resource and Administration, MinGen	

The duly accomplished SALN forms of NPC officials and employees must be submitted to the Manager, Organization and Placement Division, HRD or to the HR Counterpart in SPUG-Luzon, Visayas, Mindanao Operations Group and Mindanao Generation Group **on or before 30 March 2018**. The One (1) month lead time for submission of SALN is hereby prescribed to provide sufficient time for the officials and employees to correct and complete the data in case their SALNs shall be returned to them by HR.



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The following Responsible Heads as identified under Section 9.0 of NPC Circular 2013-04 dated March 11, 2013 shall act as Chairman, Review and Compliance Committee of the National Power Corporation:

WORK GROUP OF THE FILER	RESPONSIBLE HEAD OF OFFICE
Head Office-Based Personnel including PES, SPUG	Vice President, Administration and Finance
SPUG Luzon, Visayas & Mindanao Operations	Respective Department Manager
Mindanao Generation	Vice President, Mindanao Generation

The Chairman, Review and Compliance Committee shall certify on the Summary List of Filers for CY 2017 (Annex C) that the review of SALNs of officials and employees under their work group was made in accordance with the review and compliance procedure in filing and submission of SALN pursuant to CSC Memorandum Circular No. 10, s.2006, as amended.

It is emphasized that failure of NPC officials and employees to file and/or correct their SALN within the given period carries with it a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense. As an administrative procedure, the responsible Head Office is required under Section 4 of CSC Memorandum Circular No. 3, s. 2013 to "issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011", as amended by CSC Resolution No. 1701077 dated 3 July 2017.

For strict compliance.


LORNA T. DY

cc: P. J. Benavidez
 President and CEO