

Republic of the Philippines
HOUSE OF REPRESENTATIVES
Quezon City

Seventeenth Congress
Second Regular Session

RESOLUTION NO. 1410



Introduced by **The Honorable Pantaleon D. Alvarez,**
The Honorable Rodolfo C. Fariñas,
The Honorable Juan Pablo P. Bondoc and
The Honorable Reynaldo V. Umali

RESOLUTION ADOPTING THE PROPOSED RULES OF PROCEDURE IN THE FILING, REVIEW AND DISCLOSURE OF, AND ACCESS TO, THE STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH (SALNs) OF MEMBERS, OFFICERS AND EMPLOYEES OF THE HOUSE OF REPRESENTATIVES

WHEREAS, it is the constitutional duty of the Members, officers and employees of the House of Representatives ("House") to submit declarations under oath of their assets, liabilities and net worth and such declarations shall be disclosed to the public in the manner provided by law;

WHEREAS, consistent with the right of the people to information on matters of public concern, access to the SALNs of House Members, officers and employees shall be afforded the citizens subject to the limitations and prohibitions under the Constitution, existing laws and jurisprudence;

WHEREAS, the House has the inherent power to regulate access by the public to personal documents, such as the SALNs, in order to avoid damage to or loss of the records and to prevent undue interference with the duties of the custodian;

WHEREAS, the House recognizes the circumstances in which the information in the SALNs of its Members may be used to render them and members of their family vulnerable to threats to life and security, influence the action of the House or its Committees and, consequently, undermine the independence of the legislative branch;

WHEREAS, in consideration of the foregoing premises and pursuant to the relevant provisions of the Rules of the House of Representatives, the Speaker created the SALN Review and Compliance Committee, and the Majority Leader designated its Members,¹ in order to establish the review and compliance procedures and to formulate such Rules of

¹ Composed of The Honorable Reynaldo V. Umali, as Chairperson; The Honorable Arthur R. Defensor, Jr., as Vice Chairperson; The Honorable Victoria Isabel G. Noel, as Member; The Honorable Marilyn L. Primicias-Agabas, as Member; The Honorable Vicente "Ching" S.E. Veloso, as Member; and The Honorable Eugene Michael B. De Vera, as Member.

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Procedures for public access relating to the filed SALNs of House Members, officers and employees;

WHEREAS, the SALN Review and Compliance Committee has unanimously recommended the adoption of the Rules of Procedure in the Filing, Review and Disclosure of, and Access to, the SALNs of Members, officers and employees of the House ("Rules of Procedure"), which provide clear and practical procedures in the filing of SALNs, review and compliance and access to filed SALNs of House Members, officers and employees that are consistent with those adopted by the Judiciary and the Executive Branch;

WHEREAS, the proposed Rules of Procedure is in line with the constitutional mandate that a public office is a public trust and public officers and employees must, at all times, be accountable to the people;

WHEREAS, the adoption of the proposed Rules of Procedure is relevant and consistent with the privileges and rights of the House of Representatives;

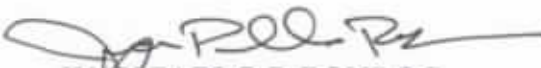
WHEREFORE, Be it RESOLVED by the House of Representatives to adopt the attached **RULES OF PROCEDURE IN THE FILING, REVIEW AND DISCLOSURE OF, AND ACCESS TO, THE STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH (SALNs) OF MEMBERS, OFFICERS AND EMPLOYEES OF THE HOUSE OF REPRESENTATIVES**, as proposed by the SALN Review and Compliance Committee.




PANTALEON D. ALVAREZ
Speaker



RODOLFO C. FARIÑAS
Majority Leader



JUAN PABLO P. BONDOC
Senior Deputy Majority Leader



REYNALDO V. UMALI
Chairperson, SALN Review and Compliance Committee

Pursuant to the Constitution and Republic Act No. (RA) 6713, the House of Representatives, 17th Congress, adopts the following:

**RULES OF PROCEDURE IN THE FILING, REVIEW AND DISCLOSURE OF,
AND ACCESS TO, THE STATEMENTS OF ASSETS, LIABILITIES AND
NET WORTH (SALNs) OF MEMBERS, OFFICERS AND EMPLOYEES OF
THE HOUSE OF REPRESENTATIVES**

RULE I

Scope

Section 1. *Scope.* – These Rules prescribe the policies and procedures in the filing, review and disclosure of, and access to, the SALNs of Members, officers and employees of the House of Representatives (“House”). The term “officers and employees” includes Secretariat officials and employees, Congressional staff and contractual personnel but excludes consultants and those serving in honorary capacity, laborers and casual or temporary workers.

RULE II

Declaration of Policies

Section 2. *Policies.* – (1) It is the constitutional duty of House Members, officers and employees to submit declarations under oath of their assets, liabilities and net worth and such declarations shall be disclosed to the public in the manner provided by law.

(2) Consistent with the right of the people to information on matters of public concern, access to the SALNs of House Members, officers and employees shall be afforded the citizen subject to the limitations and prohibitions under the Constitution, existing law and jurisprudence.

(3) The House has the inherent power to regulate access by the public to personal documents, such as the SALNs, in order to avoid damage to or loss of the records and to prevent undue interference with the duties of the custodian.

(4) The House recognizes the circumstances in which the information in the SALNs of its Members may be used to render them and members of their family vulnerable to threats to life and security, influence the action of the House or its Committees and, consequently, undermine the independence of the legislative branch.

RULE III

Filing of SALNs

Section 3. *SALN Form.* – The SALN Form shall be used by House Members, officers and employees in declaring their assets, liabilities and net worth, including business interests, financial connections and relatives in the Government pursuant to the law. The Secretary General shall issue the reminder to all declarants with specific instructions on how to accomplish the SALN Form.

1 Likewise, the Committee Secretariat constituted in HRep Memorandum Order No.
2 17-86, dated 15 May 2017, shall continue to provide the necessary technical, legal and
3 administrative support in the discharge of the duties and functions of the SALN Review and
4 Compliance Committee.

5
6 (5) The Committee may promulgate its own internal rules of procedure regarding the
7 conduct of its affairs consistent with the Rules of the House.
8

9 **Section 7. *Submission of Lists of Declarants.*** – (1) The Secretary General shall
10 cause the preparation, and submit to the SALN Review and Compliance Committee, the
11 following:

- 12
13 (a) Lists of (i) House Members who filed their SALNs with complete data; (ii)
14 those who filed their SALNs with incomplete data; and (iii) those who failed to
15 file their SALNs within the prescribed periods; and
16
17 (b) Lists of (i) officers and employees who filed their SALNs with complete data;
18 (ii) those who filed their SALNs with incomplete data; and (iii) those who failed
19 to file their SALNs within the prescribed periods.
20

21 **Section 8. *Compliance Orders.*** – The SALN Review and Compliance Committee
22 may issue compliance orders in writing requiring the declarants who filed their SALNs with
23 incomplete data and those who failed to file their SALNs within the prescribed periods to
24 correct and/or supply the required information and to file/submit their SALNs, respectively,
25 within a specified period from receipt of said orders. For officers and employees, the
26 Committee may delegate to the Secretary General the issuance of compliance orders.
27

28 **Section 9. *Summary Reports of Declared Assets, Liabilities and Net Worth and***
29 ***Disclosure to the Public.*** (1) The SALN Review and Compliance Committee shall cause the
30 preparation of, and approve, summary reports, in alphabetical order and by net worth, of
31 declared assets, liabilities and net worth of House Members, officers and employees.
32

33 (2) For House Members, the summary reports shall contain the names of House
34 Members, the legislative districts or party-list organizations they represent, their
35 corresponding total assets, total liabilities and net worth, and other information that the
36 Committee may deem necessary based on the filed SALNs. The summary reports shall be
37 disclosed to the public through the Office of the Secretary General.
38

39 (3) For officers and employees, the summary reports shall contain the names of filers,
40 their corresponding total assets, total liabilities and net worth, and other information that the
41 Committee may deem necessary based on the filed SALNs.
42

43 **Section 10. *Show-cause Orders and Sanctions.*** – (1) The SALN Review and
44 Compliance Committee may issue show-cause orders directing declarants, who despite
45 receipt of compliance orders failed to file their SALNs or to correct or supply the required
46 information therein, to submit their written explanation, and if the evidence so warrants,
47 proceed with the conduct of appropriate proceedings pursuant to the Rules of the House, in
48 the case of House Members, or in accordance with the existing procedures of the Disciplinary
49 Board, in the case of officers and employees.
50

1 (2) The following sanctions shall be imposed upon officers and employees who are
2 found guilty after due notice and hearing:
3

- 4 1st Offense - Suspension for one (1) month and one (1) day to 6 months;
5 2nd Offense - Dismissal from the service.
6

7 **Section 11. Rendition of Opinion.** – (1) The SALN Review and Compliance
8 Committee may render an opinion, subject to the approval by the affirmative vote of a
9 majority of the House Members, on the applicability and enforcement of any provision of RA
10 6713, its IRR and these Rules which affect the rights, duties and privileges of any House
11 Member, officer or employee.
12

13 (2) A House Member, officer or employee who acts in accordance with an opinion
14 rendered by the SALN Review and Compliance Committee shall be presumed to have acted
15 in good faith.
16

17 **RULE V**
18 **Access to Filed SALNs**
19

20 **Section 12. Filing of Requests.** – (1) All requests for access to filed SALNs of
21 House Members, officers and employees, other than by a *subpoena duces tecum*, shall be
22 filed with the Office of the Secretary General using the official SALN Request Form
23 (ANNEX "A"), which shall be duly accomplished by the requesting party in two (2) copies.
24

25 (2) Requests shall cover only copies of the latest SALNs of House Members, officers
26 and employees and may cover only previous SALNs if so specifically requested and
27 considered as justified, as determined by the Secretary General and the SALN Review and
28 Compliance Committee Members and its Secretariat, under the terms of these Rules.
29

30 (3) The requesting party shall properly accomplish the SALN Request Form by
31 providing the complete requesting party's identification data (i.e., name, position title, name
32 of organization, address, telephone no., email address, mobile phone no. and fax no.), nature
33 of the request (i.e., inspection, reproduction or copying), the SALN being requested, purpose
34 of the request and interest sought to be served, and, if applicable, justification for request for
35 previous SALNs.
36

37 (4) The requesting party shall present and attach to the duly accomplished SALN
38 Request Form photocopies of at least (2) government-issued identification cards.
39

40 (5) For members of the media, proof under oath of media affiliation and a
41 certification of the accreditation of media organization as a legitimate media practitioner shall
42 also be required.
43

44 (6) For students, a photocopy of a valid school ID, a certification by the school or
45 teacher that the request is for purpose of an academic paper or thesis that the school or
46 teacher requires, and a certification the educational institution that the student-requesting
47 party is currently enrolled at the said educational institution shall likewise be required.
48

49 (7) The requesting party shall also sign the sworn undertaking and declaration portion
50 of the SALN Request Form certifying that the requested SALN shall: (a) be used only for the

1 purpose stated in the request and no other; (b) not be used or disclosed for any purpose
2 contrary to morals or public policy; (c) not be used or disclosed for any commercial purpose
3 other than by news and communications media for dissemination to the general public; (d)
4 not be used or disclosed to put anyone's life and safety in imminent danger; (e) not be used or
5 disclosed to compromise the decisions and activities of the House Member, officer or
6 employee concerned; and, (f) not be used or disclosed to (i) interfere with law enforcement
7 proceedings; (ii) deprive a person of the right to a fair trial or an impartial adjudication; (iii)
8 disclose the identity of a confidential source; and/or (iv) unjustifiably disclose investigative
9 techniques and procedures. In addition, the requesting party shall certify under oath that the
10 request does not constitute an unwarranted invasion of personal privacy and the name of the
11 owner of the requested SALN shall not be disclosed but referred to in general terms in cases
12 where the request is made for academic purposes so as to protect the House Member, officer
13 or employee concerned from unnecessary disclosures. Finally, the requesting party shall
14 declare that the requesting party has no derogatory record of having misused any requested
15 information previously furnished to the requesting party and has read and agreed to all the
16 terms and conditions of the undertaking and declaration, and any violation thereof would
17 subject the requesting party to the liability imposed under Section 11 of RA 6713, in addition
18 to any criminal, civil and administrative liability.

19
20 (8) Only properly accomplished SALN Request Form shall be endorsed by the
21 Secretary General to the SALN Review and Compliance Committee, through its Secretariat.
22 A request form which is not properly accomplished shall be returned to the requesting party
23 without action. A request for any SALN filed more than ten (10) years from the date of the
24 request or for the SALN of a retired or former House Member, officer or employee shall be
25 denied outright for lack of administrative jurisdiction.

26
27 **Section 13. Preliminary Determination and Evaluation.** – (1) The SALN Review
28 and Compliance Committee Secretariat shall preliminary determine if the requests for access
29 to SALNs of House Members, officers and employees are not covered by the limitations and
30 prohibitions provided in the Constitution, RA 6713 and the jurisprudence.

31
32 (2) If the requests are not covered by such limitations and prohibitions, the Secretariat
33 shall conduct an evaluation of the requests by verifying, validating and ascertaining all
34 information supplied in the SALN Request Form.

35
36 (3) As part of the evaluation, the Secretariat shall also furnish the concerned House
37 Member, officer or employee with a copy of the SALN Request Form and the concerned
38 House Member, officer or employee may submit a comment to the Secretariat within a
39 reasonable period.

40
41 (4) The requesting party may be required by the Secretariat to submit additional
42 documents or information to aid in its preliminary determination and evaluation of any
43 request for access to filed SALN.

44
45 (5) Thereafter, the Secretariat shall refer the matter to the SALN Review and
46 Compliance Committee for its appropriate action.

47
48 **Section 14. Action by the SALN Review and Compliance Committee.** – The SALN
49 Review and Compliance Committee may grant or deny requests for access to the filed
50 SALNs of House Members, officers or employees, *provided that* access to copies of the

1 SALNs of House Members by the public shall be referred to the House plenary for final
2 determination.

3
4 **Section 15. *Grounds for Approval of Requests for Access to SALNs.*** – A request for
5 access to SALN may be approved if none of the grounds for its denial under the Constitution,
6 existing law or jurisprudence exist. The SALN Review and Compliance Committee shall
7 maintain an inventory of such grounds for the guidance of all House Members, officers and
8 employees and the general public. Such inventory shall periodically be updated to properly
9 reflect any change of existing law and jurisprudence.

10
11 **Section 16. *Fees.*** - Upon approval of a request, the requesting party shall pay the
12 amount of PHP 300.00 per copy of SALN being requested to cover the cost of reproduction
13 and certification, exclusive of mailing costs and other related expenses.

14
15 **Section 17. *Inspection, Reproduction and Copying of SALNs.*** – (1) The Secretary
16 General, through the Records Management Service, shall cause the inspection, reproduction
17 and copying of filed SALNs of House Members, officers and employees strictly in
18 accordance with the approved SALN Request Form and upon presentation by the requesting
19 party of an official receipt or proof of payment of the required fees.

20
21 (2) For security and privacy reasons, the Director, Records Management Service shall,
22 in all cases, redact or blacken the declarant's address, name of unmarried children below 18
23 years of age living in the declarant's household, exact location of real properties, business
24 address of the entity/business enterprise in which the declarant has business interest and/or
25 financial connection, name/s of relative in the Government, and details of Government-issued
26 identification card presented by the declarant in the copy of the SALN to be released to the
27 requesting party.

28
29 (3) The Office of the Director, Records Management Service shall ensure that
30 approved SALN request forms shall form part of the public records and be made readily
31 accessible by the concerned House Members, officers and employees.

32
33 **RULE VI**
34 ***Effectivity***

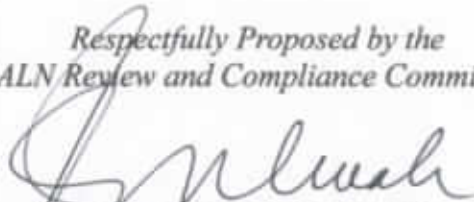
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36 **Section 18. *Effectivity.*** – These Rules shall take effect on the date of its adoption by
37 the House of Representatives in plenary session.

38
39 Quezon City.
40 Adopted, _____.

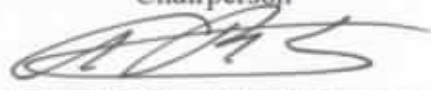
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50 *Respectfully Proposed by the*

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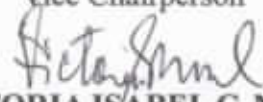
*Respectfully Proposed by the
SALN Review and Compliance Committee:*



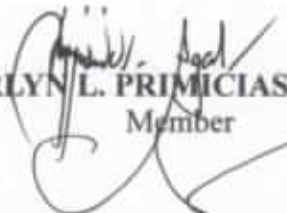
REYNALDO V. UMALI
Chairperson



ARTHUR R. DEFENSOR, JR.
Vice Chairperson

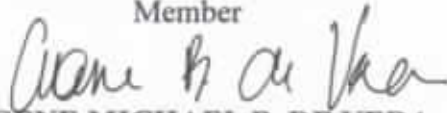


VICTORIA ISABEL G. NOEL
Member



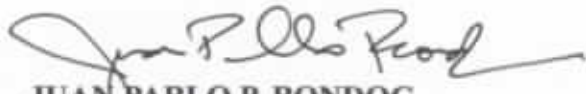
MARLYN L. PRIMICIAS-AGABAS
Member

VICENTE "CHING" S.E. VELOSO
Member



EUGENE MICHAEL B. DE VERA
Member

Noted By:

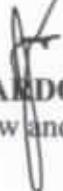


JUAN PABLO P. BONDOC
Senior Deputy Majority Leader

Attested By:



ATTY. CESAR STRAIT PAREJA
Secretary/General



ATTY. RICARDO D. BERING
Secretary, SALN Review and Compliance Committee