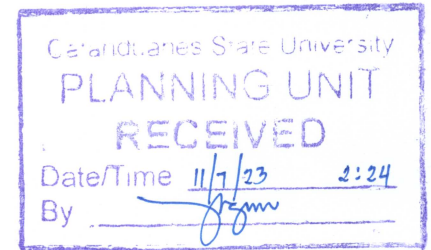




Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes



November 7, 2023

THE PLANNING OFFICER III
Planning & Development Services
This University

Madam:

This is to respectfully submit a copy of Office Order titled, "Reconstituting the University Review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Networth (SALN)" in compliance to Office Memorandum dated November 6, 2023 re. Transparency Seal Updating.

Further, attached is the duly approved "Review and Compliance Procedure in the Filing and Submission of the SALN and Disclosure of Business Interests and Financial Connections" for your perusal.

May you find this in order. Thank you!

Very truly yours,


MA. SIONNE MAY T. CRISPINO
Administrative Officer V, HRMS

Incls.: as stated.

Ms. Rhoda



Republic of the Philippines
CATANDUANES STATE UNIVERSITY

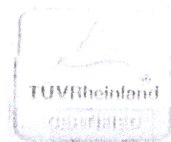
Virac, Catanduanes

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Tanggapan ng Pangulo
Office of the President

March 21, 2023

OFFICE ORDER
No. 111, s. 2023

SUBJECT: RECONSTITUTING THE UNIVERSITY REVIEW AND COMPLIANCE COMMITTEE FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

TO: Atty. Gregorio M. Sarmiento, Jr.
Ms. Ma. Sionne May T. Crispino
Ms. Maribel S. Zafe
Ms. Rhoda P. Evangelista
Ms. Ma. Cristina B. Vargas
Ms. Helen M. Porte
This University

Pursuant to RA 6713 titled "Code of Conduct and Ethical Standards for Public Officials and Employees", you are hereby designated to compose the reconstituted University Review and Compliance Committee for SALN, viz:

Chairperson	:	Atty. Gregorio M. Sarmiento, Jr.
Co-Chairperson	:	Ms. Ma. Sionne May T. Crispino
		Ms. Maribel S. Zafe
Members	:	Ms. Rhoda P. Evangelista
		Ms. Ma. Cristina B. Vargas
Secretary	:	Ms. Helen M. Porte

As such, you shall have the following duties and functions:

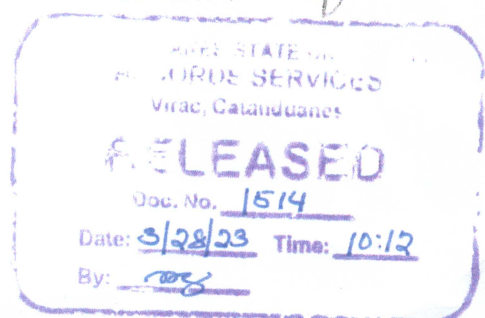
1. Review and comply with SALN requirements and determine/evaluate whether the SALN Forms have been submitted on time, complete and in proper form;
2. Cascade to all employees the Agency review and compliance procedure of SALN;
3. Submit to the SUC President the list of employees who filed with complete data, those who filed with incomplete data, and those who did not file;
4. Provide scanned copies of all submitted SALN to the Office of the President;
5. Ensure that the deadlines of the submission of SALN to the Office of the Ombudsman and Office of the President of the Republic of the Philippines, Malacañang Palace are complied with; and
6. The Chair to administer Oath on the submitted SALN.

Be guided accordingly.

PATRICK ALVIN T. AZANZA, Ph.D., J.D.
SUC President III

Copy furnished:

- The Executive Vice-President
- The VP for Administrative and Financial Affairs
- The AO V, HRM Services
- This University





Title: REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

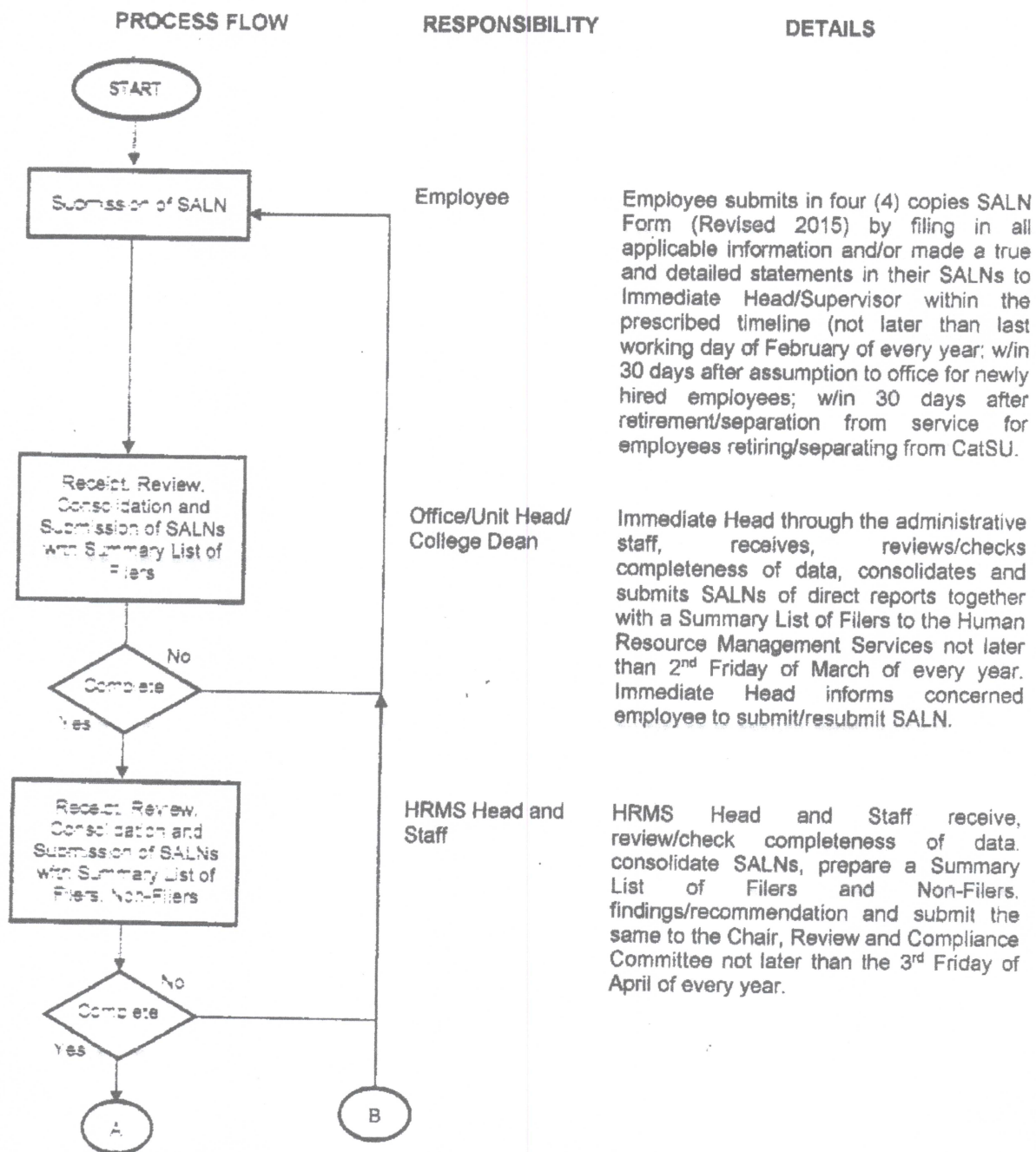
1.0 OBJECTIVE

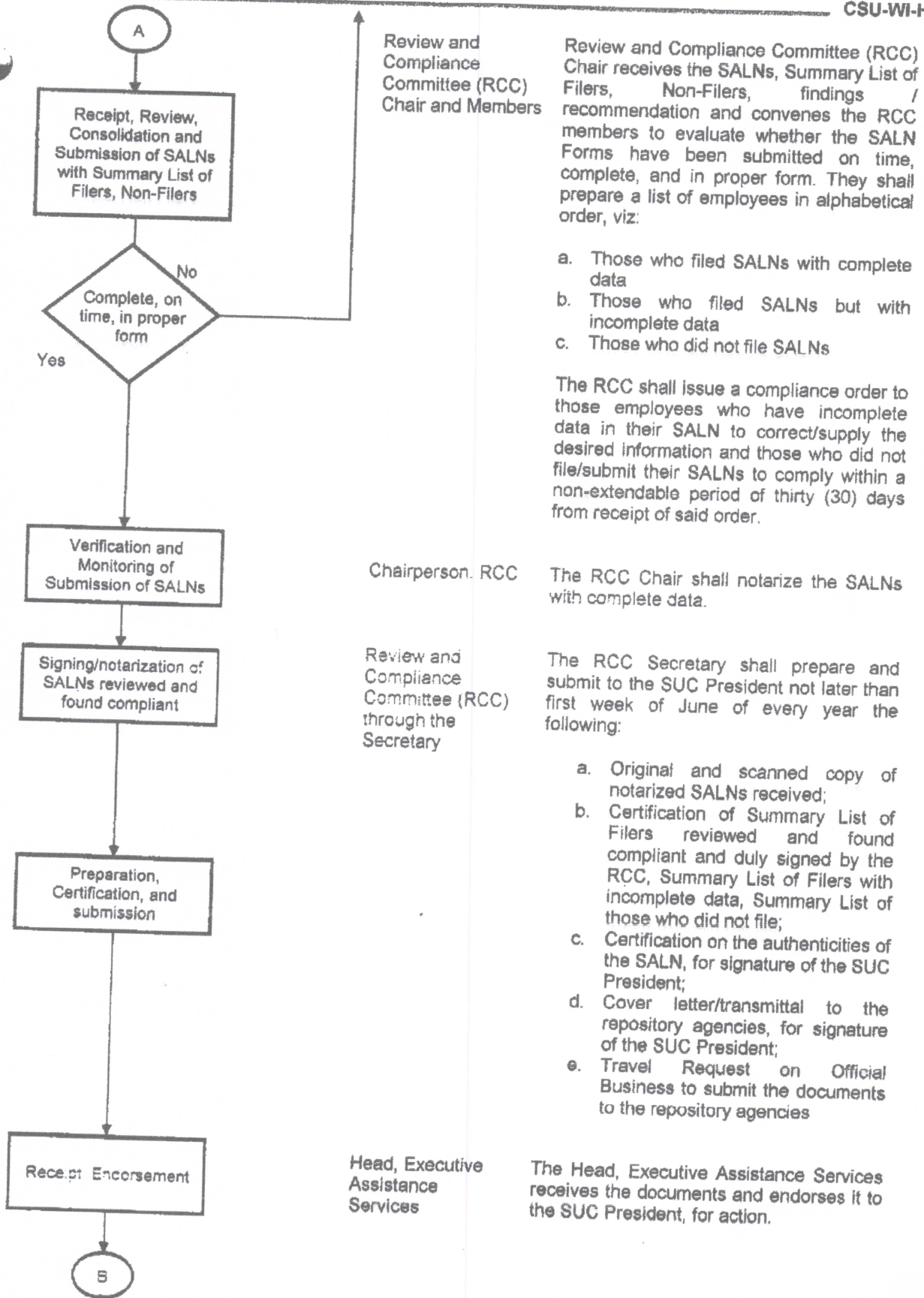
To have a common process on the review and compliance procedure in the filing and submission of employees' Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections

2.0 SCOPE

This shall apply to all the officials and employees of the Catanduanes State University.

3.0 PROCEDURE





Review and Compliance Committee (RCC) Chair and Members

Review and Compliance Committee (RCC) Chair receives the SALNs, Summary List of Filers, Non-Filers, findings / recommendation and convenes the RCC members to evaluate whether the SALN Forms have been submitted on time, complete, and in proper form. They shall prepare a list of employees in alphabetical order, viz:

- a. Those who filed SALNs with complete data
- b. Those who filed SALNs but with incomplete data
- c. Those who did not file SALNs

The RCC shall issue a compliance order to those employees 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-extendable period of thirty (30) days from receipt of said order.

Chairperson, RCC

The RCC Chair shall notarize the SALNs with complete data.

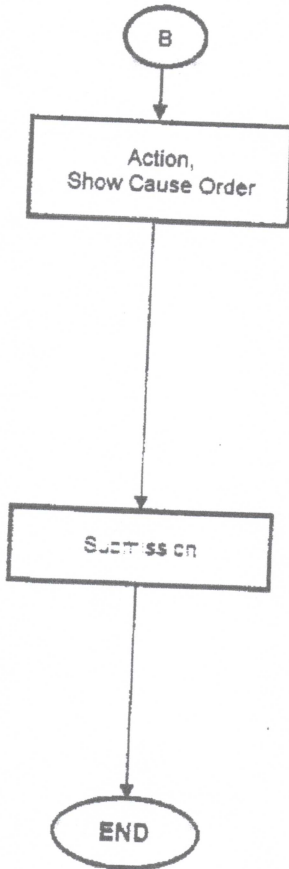
Review and Compliance Committee (RCC) through the Secretary

The RCC Secretary shall prepare and submit to the SUC President not later than first week of June of every year the following:

- a. Original and scanned copy of notarized SALNs received;
- b. Certification of Summary List of Filers reviewed and found compliant and duly signed by the RCC, Summary List of Filers with incomplete data, Summary List of those who did not file;
- c. Certification on the authenticities of the SALN, for signature of the SUC President;
- d. Cover letter/transmittal to the repository agencies, for signature of the SUC President;
- e. Travel Request on Official Business to submit the documents to the repository agencies

Head, Executive Assistance Services

The Head, Executive Assistance Services receives the documents and endorses it to the SUC President, for action.



SUC President through the Legal Officer

The SUC President through the Legal Officer shall issue a show-cause order to official/employee who failed to correct/submit SALN in accordance with the procedure and within the given period, directing the official/employee concerned to submit comment or counter-affidavit and if the evidence warrants, proceed with the conduct of the administrative proceedings.

The offense for failure to file SALN shall be:

- 1st Offense – Suspension for one (1) month and one (1) day to six (6) months.
- 2nd Offense – Dismissal from service.

Administrative Officer, HRMS

The Administrative Officer, HRMS submits signed documents to the repository agencies: The Office of the Deputy Ombudsman (for SALNs of employees) and the Office of the President of Republic of the Philippines, Malacañang Palace (for SALN of SUC President) on or before June 30 of every year; within 15 days from submission of SALN for newly hired and retiring employees; or within the prescribed timeline.

4.0 REFERENCE DOCUMENTS/ RECORDS

- Statement of Assets, Liabilities and Net-Worth (SALN) Form, revised 2015
- SALN Additional Sheets
- FAQs on SALN 2019
- Sample SALN Form 2019
- Office Order on Authority to Administer Oath/Notarize SALN Forms
- Office Order on Composition of the SALN Review and Compliance Committee (RCC)
- Transmittal/Endorsement to Repository Agencies
- Summary List of Filers-in alphabetical order
- Summary List of Filers with Incomplete Data
- Summary List of Non-Filers
- Certification/s duly signed by the SALN RCC
- Compliance Order, issued by the SALN RCC
- Show Cause Order, issued by the SUC President

Legal Basis:

1987 Philippine Constitution

Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"



CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Connections"

CSC Resolution Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net worth (SALN)"


CSC Memorandum Circular No.2, series of 20 13 dated 24 January 2013 - Revised Statement of Assets, Liabilities and Net worth (SALN) Form

CSC Memorandum Circular No.3, series of 2013 dated 17 April 2006 - "Amendment to the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Conditions (CSC Memorandum Circular No. 10 dated 17 April 2006)"

Office of the Ombudsman Memorandum Circular No.2 dated 02 August 2017 - "Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net Worth (SALNs) and Disclosures of Business Interests and Financial Connections to the Office of the Ombudsman as Required Under Section 8 of Republic Act No. 6713"

CSC Resolution No. 2100339 promulgated on 12 April 2021

Prepared by:


MA. SIONNE MAY T. CRISPINO
 AOV, HRMS
 Date: _____

Reviewed by:


GEMMA C. ACEDO, PhD, DIT
 Deputy QMR
 Date: _____

Approved by:


ENGR. BENJAMIN HANNYCEL T. NUYDA
 VP-AFA/QMR
 Date: _____