



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

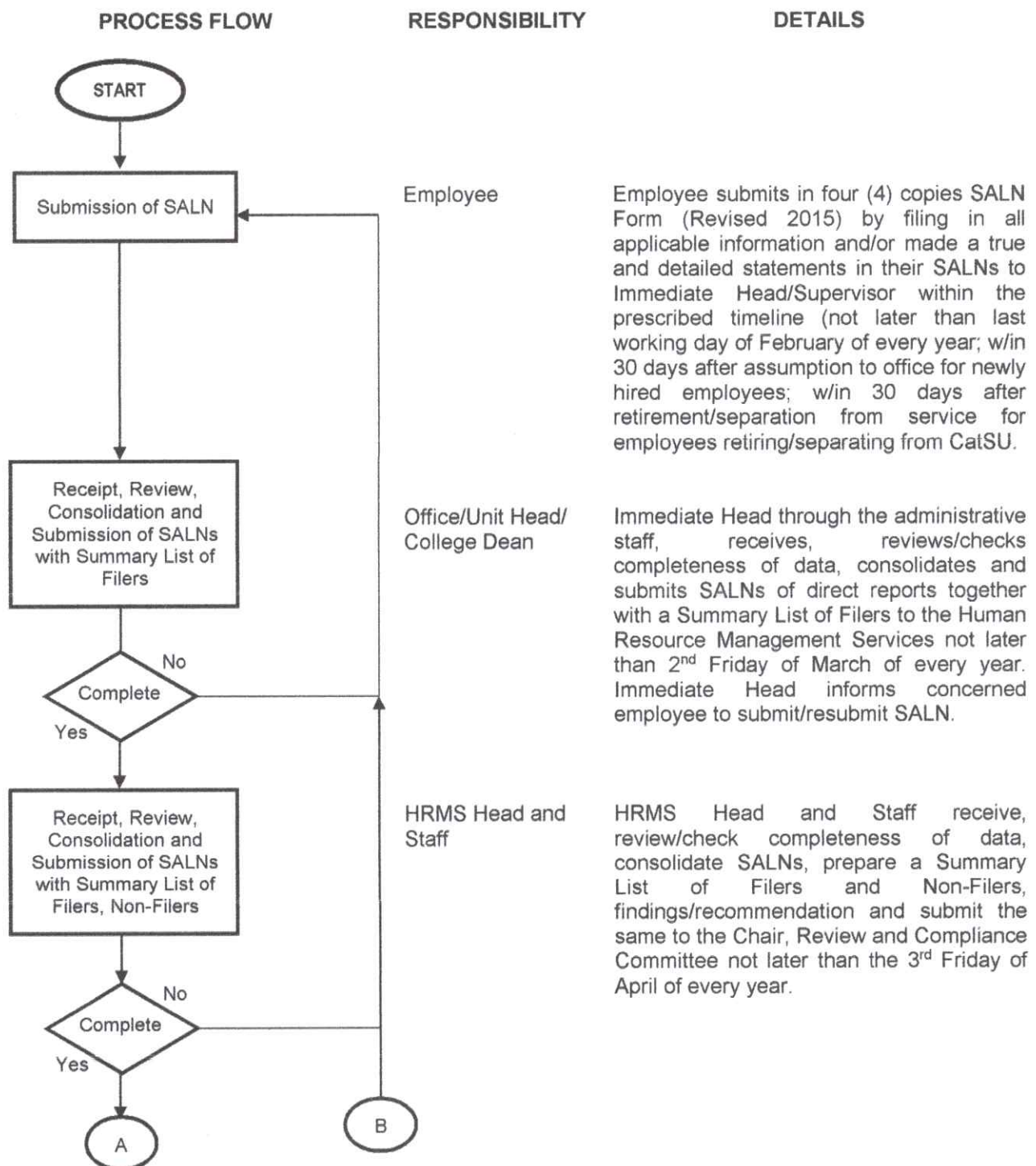
1.0 OBJECTIVE

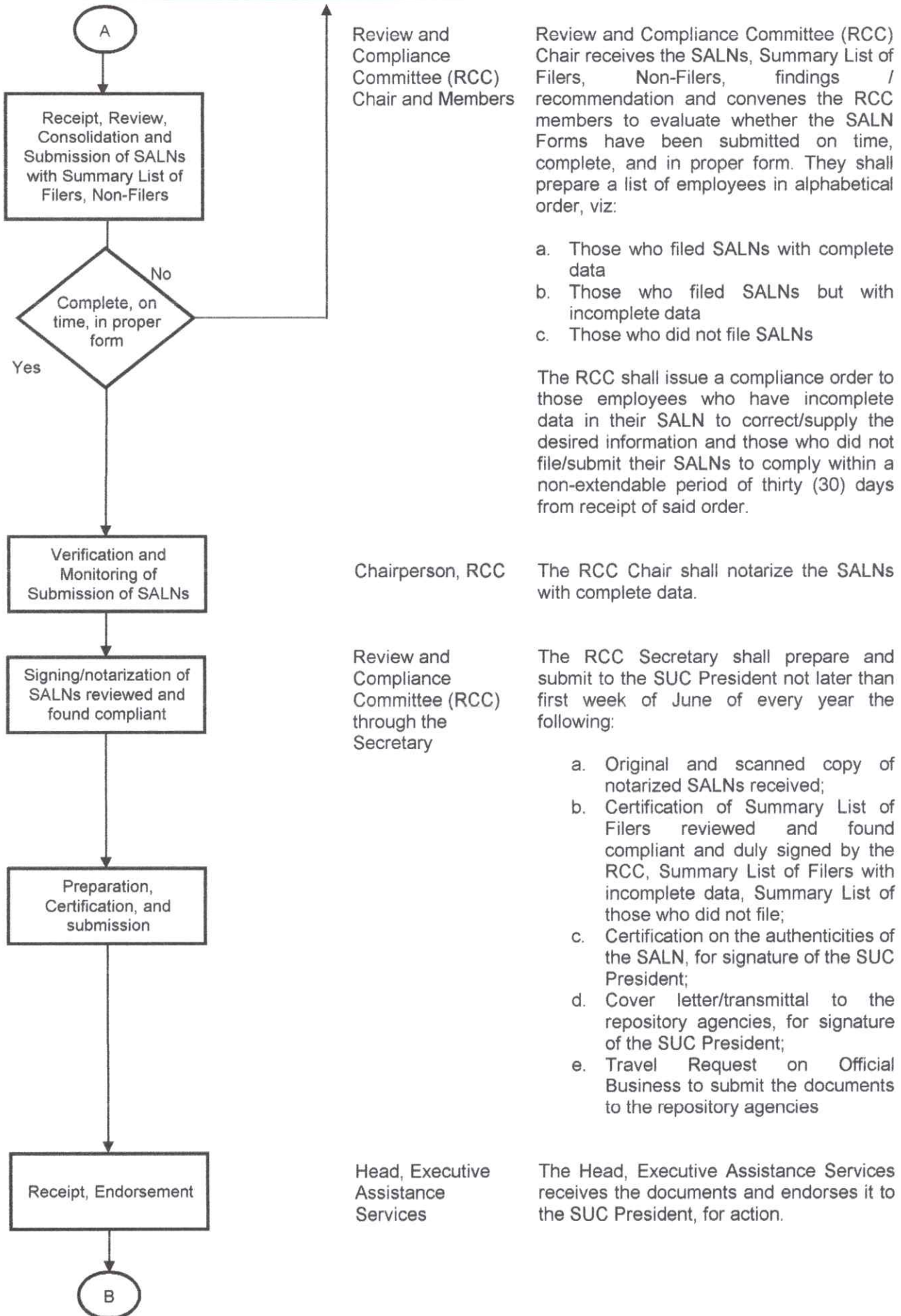
To have a common process on the review and compliance procedure in the filing and submission of employees' Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections

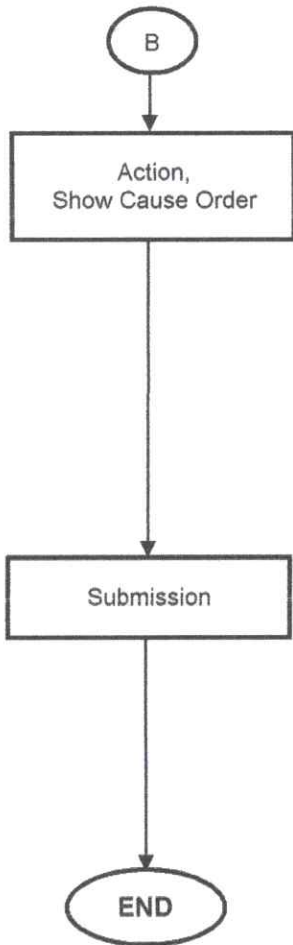
2.0 SCOPE

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

3.0 PROCEDURE







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 Networth 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 Networth and Disclosure of Business Interest and Financial Conditions (CSC Memorandum Circular No. 10 dated 17 April 2006)"

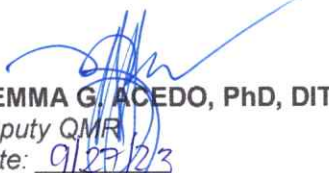
Office of the Ombudsman Memorandum Circular No.2 dated 02 August 2017 - "Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net Worth (SALNs) and Disclosures of Business Interests and Financial Connections to the Office of the Ombudsman as Required Under Section 8 of Republic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

CSC Resolution No. 2100339 promulgated on 12 April 2021


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