



REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

The Catanduanes State University ensures compliance with the requirement of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, for the filing of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections to promote transparency in the civil service. The guidelines contained herein are hereby adopted to provide a standard review and compliance procedures in the filing and submission of the SALN and Disclosure of Business Interest and Financial Connections.

I. Coverage

These guidelines shall cover all plantilla-based officials and employees (permanent, temporary, substitute, casual and contractual status) of the Catanduanes State University (CatSU) regardless of employment status.

II. Guidelines

1. Filing and Submission of SALN

All CatSU officials and employees shall file under oath their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions (SALNs) with the office of the Human Resources Management Services (HRMS), to wit:

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

In case of joint filing, the declarant and his/her spouse shall sign in the spaces provided for just below the certification.

Filling up of the Form may be handwritten, computerized or typewritten provided the signature of the declarant is original.

2. SALN Review and Compliance Committee

There shall be designated a SALN Review and Compliance Committee composed of one (1) Chairman and two (2) members to receive, through the HRMS and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

3. Duties and Responsibilities of the Review and Compliance Committee

The SALN Review and Compliance Committee through the HRMO shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:

- a. Those who filed their SALNs with complete data;

- b. Those who filed their SALNs but with incomplete data; and
- c. Those who did not file their SALNs.

4. Ministerial Duty of the President to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the President 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-extendable period of thirty (30) days from receipt of said order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN

5. Sanction

Failure of an official or employee to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive in No.4 hereof shall be a ground for disciplinary action. The University President shall 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 2017 Rules of Administrative Cases in the Civil Service. 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 the service

6. Repealing Clause

All previous issuances inconsistent herewith are deemed modified, repealed or superseded.

7. References:

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

8. Effectivity

These guidelines shall take effect immediately and shall remain in force unless revoked,
cancelled or superseded by a subsequent issuance.


PATRICK ALAIN T. AZANZA, Ph.D.
SUC President III



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