



# BATAAN PENINSULA STATE UNIVERSITY

Subject:

**GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

Written by:

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Director, Administrative Services

Reviewed by:

**Prof. JOERALD M. GADIA**  
Vice President for Administration and Finance

Approved by:

**RUBY B. SANTOS-MATIBAG, Ed.D.**  
University President

## COVERAGE:

Pursuant to Section 8. *Statements and Disclosure of the Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)* which aims to promote a high standard of ethics in public service, all public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those spouses and of unmarried children under eighteen (18) years of age living in their households.

Exempted from filing the SALN are those who serve in an honorary capacity, laborers and casual / contractual workers (e.g. Job Order Staff and Contract of Service).

The primary use of the information on the SALN Form is to exhibit transparency and accountability while in government service.

## I. GUIDELINES

### Filing and Submission of SALN

All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resources Management Office of the university and to the Administrative Officers for the satellite campuses, to wit:

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

The Administrative Officers of the respective satellite campuses must conduct a comprehensive review on the submitted SALN and forward the same to the Human Resource Management Office of the university for consolidation, final review, documentation and submission to the Office of the Ombudsman.

Employees shall be guided by the CSC issued guidelines in the filling out of the SALN Form and assisted by the respective Administrative Officers of the campus.



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## II. PROCEDURE FOR FILING AND SUBMISSION OF SALN:

- 2.1 Issuance of University Memorandum ever 4th week of January, requiring all plantilla personnel (permanent and temporary) to declare and submit their Statement of Assets, Liabilities and Net Worth including disclosure of business interests and financial connections, and to declare their relatives in the government service;
- 2.2 All plantilla personnel (permanent and temporary) shall comply with the University Memorandum and submit to the Office of the Administrative Services (Human Resource Management Office) [HRMO] every last week of February for evaluation and review;
- 2.3 Completely filled out SALN form will be received and recorded by the HRMO Document Controller and will be forwarded for evaluation by the SALN Review and Compliance Committee;
- 2.4 The Committee on SALN Review and Compliance will evaluate as to timeliness of submission, completeness, correct computation of SALN;  
  
The HRMO Document Controller will record all the collected evaluated SALN Form
- 2.5 A Compliance Order will be issued to None Compliance personnel who did not submit their SALN within a non-extendable three (3) working days upon receipt of Compliance Order;
- 2.6 The consolidated SALN of Employees with complete attachment will be submitted by the HRMO to the following offices:
  - 2.6.1 Office of the President  
Malacañan Palace  
San Miguel, Manila
  - 2.6.2 Deputy Ombudsman for Luzon  
Agham Road, Quezon City
  - 2.6.3 Civil Service Commission - Bataan Field Office
  - 2.6.4 BPSU - Operations, Planning and Development
  - 2.6.5 BPSU - Records Office





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## PROCEDURE OUTLINE FOR FILING AND SUBMISSION OF SALN:

RESPONSIBLE	ACTIVITY	DOCUMENTS
University President	Issue University Memorandum on submission of SALN ↓	University Memorandum
All Plantilla Personnel (Permanent and Temporary)	Filling-out of SALN Form ↓	SALN Form
All Plantilla Personnel (Permanent and Temporary)	Submission of SALN to HRMO ↓	SALN Form
Human Resource Management Office (HRMO) (Document Controller)	Receive and record the duly filled-out and signed SALN ↓	SALN Form, DTF-A
SALN Review and Compliance Committee	Evaluate and consolidate submitted SALN Form ↓	SALN Form
SALN Review and Compliance Committee, HRMO (Document Controller)	Record evaluated, consolidated SALN Form for signature of the University President ↓	List of Filers and List of who did not submit SALN
University President	Issue University Memorandum to employee/s who did not submit SALN ↓	University Memorandum
Human Resource Management Office (HRMO)	Record evaluated, consolidated SALN Form for signature of the University President	Consolidated SALN and Report of List of Filers



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## III. PERSONS AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN

In compliance with RA No. 6713 Section 10. Review and Compliance Procedure, the Bataan Peninsula State University (BPSU) has created the SALN Review and Compliance Committee which composed as follows:

**Chairman:** Director, Administrative Services, Central Office

**Members:** Chairperson, Administrative Services, Abucay Campus  
Chairperson, Administrative Services, Balanga Campus  
Chairperson, Administrative Services, Dinalupihan Campus  
Chairperson, Administrative Services, Main Campus  
Chairperson, Administrative Services, Orani Campus  
Chairperson, Administrative Services, Bagac Campus

**Secretariat:** Administrative Services Staff (SALN In-Charge)

## IV. DUTIES OF THE REVIEW AND COMPLIANCE COMMITTEE

The Review and Compliance Committee shall observe the procedures and perform its functions, as follows:

1. To receive, review and evaluate submitted SALN to determine whether the said statements have been submitted on time, complete and in proper form.
  - 1.1 A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer; and
  - 1.2 Items not applicable to the filer should be marked N/A (Not Applicable)
2. To prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy, to Civil Service Commission; copy furnished the Office of the Ombudsman on or before May 15 of every year:
  - 2.1 Those who filed their SALNs with complete data;
  - 2.2 Those who filed their SALNs but with incomplete data; and
  - 2.3 Those who did not file their SALNs.





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## **V. MINISTERIAL DUTY OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE / DIRECTOR FOR ADMINISTRATIVE SERVICES TO ISSUE COMPLIANCE ORDER**

Immediately upon receipt of the aforementioned list and recommendations, it shall be the ministerial duty of the Vice President for Administration and Finance / Director for Administrative Services 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 three (3) days from receipt of the 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.

## **VI. SANCTION FOR FAILURE TO COMPLY / ISSUANCE OF A SHOW CAUSE ORDER**

Failure of an official or employee to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and in Part 5 hereof shall be a ground for disciplinary action. The Vice President for Administration and Finance / Director for Administrative Services shall issue a show-cause order directing the official of employee concerned to submit his/her comment or counter-affidavit; and if the evidence so 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 the service

Any Head of Agency who shall fail to comply with CSC Memorandum No. 10 s. 2006 in relation to the Review and Compliance Procedure in the Filing and Submission of the SALN Form shall be liable for Simple Neglect of Duty, which shall be punishable by:

1st Offense - Suspension for one (1) month and one (1) day to six (6) months

2nd Offense - Dismissal from the service



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## VII. TRANSMITTAL OF ALL SUBMITTED SALNs TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30 EVERY YEAR

The Human Resource Management Office shall transmit all original copies of SALNs received to the concerned offices on or before June 30 of every year.

## VIII. REPEALING CLAUSE

All previous issuances inconsistent with this Memorandum are deemed repealed or modified accordingly.

## IX. EFFECTIVITY

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

## REFERENCES

- CSC Memorandum Circular No. 10, series of 2006 dated 17 April 2006 - "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections"
- CSC Memorandum Circular No. 2, series of 2013 dated 24 January 2013 - "Revised Statement of Assets, Liabilities and Net Worth (SALN) Form"
- CSC Memorandum Circular No. 3, series of 2013 dated 24 January 2013 - "Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions (CSC Memorandum Circular No. 10 dated April 17, 2006)"
- CSC Memorandum Circular No. 3, series of 2015 dated 17 February 2015 - "Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net worth [SALN] Form)"