

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.

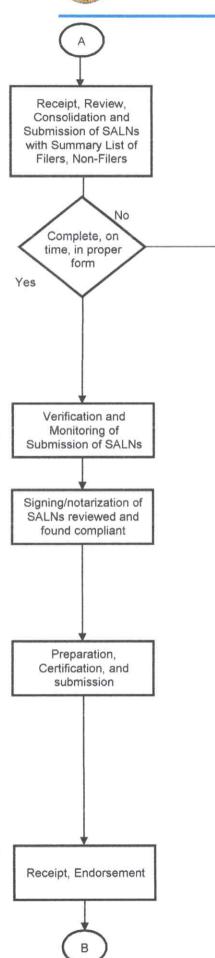
3.0 PROCEDURE

RESPONSIBILITY **DETAILS PROCESS FLOW** START Employee submits in four (4) copies SALN Employee Submission of SALN Form (Revised 2015) by filing in all applicable information and/or made a true and detailed statements in their SALNs to Immediate Head/Supervisor within the prescribed timeline (not later than last working day of February of every year; w/in 30 days after assumption to office for newly hired employees; w/in 30 days after retirement/separation from service for employees retiring/separating from CatSU. Receipt, Review, Consolidation and Office/Unit Head/ Immediate Head through the administrative Submission of SALNs reviews/checks College Dean receives. with Summary List of completeness of data, consolidates and Filers submits SALNs of direct reports together with a Summary List of Filers to the Human Resource Management Services not later than 2nd Friday of March of every year. No Immediate Head informs concerned Complete employee to submit/resubmit SALN. HRMS Head and HRMS Head and Staff receive. Receipt, Review. review/check completeness of data, Consolidation and Staff Submission of SALNs consolidate SALNs, prepare a Summary with Summary List of Filers and Non-Filers, of Filers, Non-Filers findings/recommendation and submit the same to the Chair, Review and Compliance Committee not later than the 3rd Friday of April of every year. No Complete

Yes

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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:

- Those who filed SALNs with complete data
- 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

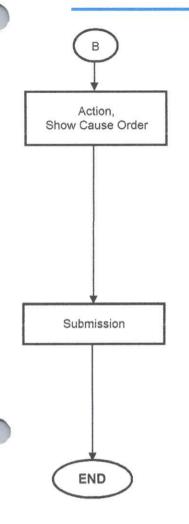
The RCC Chair shall notarize the SALNs with complete data.

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;
- 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;
- 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.

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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 form 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"

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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 of2013 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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