



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Bacolor, Pampanga

**UNIVERSITY REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND
SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

LEGAL BASES

Under Section 8 of the Republic Act No. 6713, "Code of Conduct and Ethical Standards for Public Officials and Employees" and CSC MC No. 10, s. 2006 amended by CSC MC No. 3, s. 2013, it is the duty of all government officers and employees to declare to the public under oath of office, their assets, liabilities, net worth and financial and business interests including those of their spouses and unmarried children under eighteen (18) years of age living in their households.

COVERAGE

This guideline shall cover all permanent, temporary and casual employees of the Don Honorio Ventura State University.

GUIDELINES

Section 1. Filing and Submission of SALN

1. All permanent, temporary and casual employees of the University shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Unit (HRMU) to wit:
 - a. Within thirty (30) days after assumption of position in the office, declarations of which must be reckoned as of his/her first day of office;
 - b. On or before January 31 of every year thereafter, declarations of which must be reckoned as of the end of the preceding year;
 - c. Within thirty (30) days after separation from the service statements of which must be reckoned as of his/her last day of office.
2. The filing of SALN online shall not be allowed, as such all concerned personnel are required to personally submit their duly accomplished and signed SALN to their College, Campus or Office Secretaries on or before the last day of January.
3. All employees are strictly required to fill in all applicable information needed in the forms, and all information shown must be true with the necessary supporting documents as much as possible. All items not applicable should be marked with N/A (not Applicable).

4. The correct form to be used by all officials and employees for the annual filing and submission of the SALN for the year 2021 shall be the Revised SALN form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).
5. All concerned personnel are required to submit three (3) original copies of their SALN (back to back) to their respective office secretaries who in turn shall submit the collated documents to the Human Resource Management Unit on or before the set deadline.

Section 2. Composition of the SALN Review and Compliance Committee

The SALN Review and Compliance Committee shall be composed of the following:

1. Director of the Administrative Services as the Chairperson;
2. Human Resource Management Officer as the Vice Chairperson; and
3. Select HRMU personnel as Members

Section 3. Duties of the Review and Compliance Committee

1. Establish compliance procedures for the review of all submitted SALN to determine whether said statements have been properly accomplished;
2. Render any opinion interpreting the provisions on the review and compliance procedures;
3. Decide on whether a statement is properly filed;
4. Inform the personnel concerned to take the necessary corrective actions if the statement is not properly accomplished;
5. Prepare an electronic copy of all the SALNs submitted, reviewed and corrected;
6. Prepare a Certification that all SALNs submitted were included in the Summary List of Filers and were reviewed and found compliant by the Committee; and
7. Prepare a Summary List of Filers and List of Compliant and Non-Compliant personnel to be submitted to the Office of the Ombudsman.

Section 4. Ministerial Duty of the President to Issue a Compliance Order for Certain Issues

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the University 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 fifteen (15) 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.

Section 5. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to comply with the procedure, either not correcting the declaration for incorrect entries or not providing the needed information within the given period of

compliance to the issued order shall be considered as grounds for disciplinary action. The University President shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit, and if the evidence so warrants, the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service shall follow.

The offense for failure to file SALN are as stated:

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

2nd Offense - Dismissal from the service

Section 6. Transmittal of SALNs to the Office of the Ombudsman

The HRMU shall submit all the original and soft copies of the SALNs received and reviewed to the Office of the Ombudsman on or before June 30 every year unless otherwise extended due to exceptional circumstances.

REPEALING CLAUSE

All prior issuances released inconsistent with this Review and Compliance Procedure are considered revoked or modified accordingly.

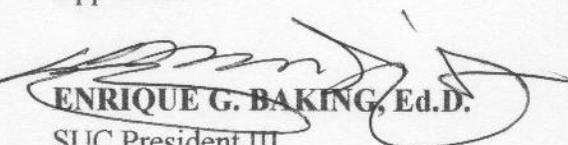
SEPARABILITY CLAUSE

If any part of or the provision itself is reflected as invalid, ineffective, or inconsistent with the release of subsequent issuance/s, other parts of this provision not affected thereby shall remain in force and effect.

EFFECTIVITY

These guidelines shall govern the filing and submission of the SALN by all University officials and employees. This Review and Compliance procedure in the Filing and Submission of SALN shall take effect immediately upon issuance and shall remain in force unless revoked/rescind, cancelled, or superseded by a later issuance.

Approved: ^


ENRIQUE G. BAKING, Ed.D.

SUC President III