



**Agency Review and Compliance Procedure in the Filing and Submission of (SALN)
and Disclosure of Business Interest and Financial Connections**

The Visayas State University ensures that all its plantilla personnel comply with the requirement for filing the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections as enshrined in the 1987 Constitution of the Republic of the Philippines which requires every public officer and employee to accomplish and submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth and financial and business interests including those of their spouse and unmarried children below eighteen (18) years of age living in their households, in order to suppress any questionable accumulation of wealth as the latter usually results from non-disclosure of such matters. This is to promote transparency in the civil service and to operate as a deterrent against university officials/employees intending to enrich themselves through unlawful means.

As a matter of public interest, there is a need to establish a review and compliance procedure in the filing and submission of the SALN and Disclosure of Business Interest and Financial Connections.

I. Legal 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 dated 17 April 2006 re: 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 Memorandum Circular No.2, series of 2013 dated 24 January 2013 re: Revised Statement of Assets, Liabilities and Networth (SALN) Form

CSC Resolution Number 1300455 dated 4 March 2013 - Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)

CSC Memorandum Circular No.3, series of 2013 dated 17 April 2006 re: 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 re: Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections to the Office of the Ombudsman as Required Under Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

CSC Memorandum Circular No. 13, series of 2020 dated 22 June 2020 re: Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

CSC Memorandum Circular No. 6, series of 2021 dated 24 May 2021 re: Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) during Exceptional Circumstances

II. Application and Scope

This Office Order shall cover all plantilla-based employees (permanent, temporary and substitute status) of the Visayas State University.

III. Guidelines

1. Filing and Submission of SALN

- a. All VSU plantilla employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the University Legal Office, to wit:
 - 1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of her/his first day of office;
 - 2) On or before April 30 of every year 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 her/his last day of office
- b. The declarant is strictly required to fill in all applicable information and/or make a true and detailed statement in the SALNs. Items not applicable should be marked N/A (not applicable).
- c. In case of joint filing, the declarant and her/his spouse shall sign in the spaces provided for just below the certification.
- d. Filling up of the Form may be handwritten, computerized or typewritten provided the signature of the declarant is original.

2. Review and Compliance Committee (RCC)

The University President shall appoint a RCC composed of one (1) Chairman and two (2) members who shall undertake the following duties and responsibilities:

- a. Receive, through the Legal Office, SALN submissions
- b. Review and evaluate if the same has been submitted on time, complete and in proper form
- c. Render opinion interpreting the provisions on review and compliance procedure in the filing thereof.
- d. Prepare a list of the following employees, in alphabetical order, to be submitted to the University President copy furnished the Civil Service Commission on or before May 15 of every year:
 - 1) Those who filed their SALNs with complete data;
 - 2) Those who filed their SALNs but with incomplete data; and

3) Those who did not file their SALNs.

The Office of the Head of Performance Management and Rewards & Recognition shall serve as the secretariat to the RCC.

3. Duties of the University President

The ministerial duty of the University President are as follows:

- a. Issue memorandum with the attached SALN Form directing all plantilla employees to file and submit their SALN;
- b. Create and form the RCC;
- c. Administer oath or delegate the authority to administer oath with regard to SALN form to the University Legal Officer;
- d. Immediately upon receipt of the aforementioned list and recommendation from RCC, issue a compliance 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.
- e. Transmit, through the PRPEO, all original and digitized copies of the SALNs received to the concerned agencies (i.e. CSC and Office of the Deputy Ombudsman) on or before June 30 of every year. S/he shall also issue a certification on the authenticity of the digitized SALNs.

4. Sanction

Failure of an official or employee to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The University President shall issue a show-cause order directing the concerned official or employee to submit her/his 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 sanction for failure to file SALN shall be:

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| 1st offense | - Suspension for one (1) month and one (1) day to six (6) months |
| 2nd offense | - Dismissal from the service |

IV. Confidentiality of Records

Access to or reproduction of the duly submitted SALN shall be subject to the following:

1. That any person requesting for a copy of the SALN submit a duly approved request specifying the purpose for the same;
2. That the request has been approved by the Data Privacy Officer of the University;
3. That any person requesting for a copy of the SALN shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification;
4. That the request thereof is for a legitimate purpose;
5. That the SALNs be available for copying within ten (10) days after it has been filed in the proper government agencies;

6. That the request for a copy of the SALN of any VSU official or employee be subject to the pertinent CSC rules on the matter or laws which regulate the flow of information, especially the Data Privacy Act of 2012.


V. Effectivity

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

VI. Repealing Clause

All previous VSU-Office of the President's issuances inconsistent herewith are deemed modified, repealed or superseded.

For your guidance and strict compliance.


EDGARDO E. TULINA
President *OC 9/29/23*