



Office of the College President

MEMORANDUM ORDER

No. 2023- 00713

SUBJECT: SALN REVIEW AND COMPLIANCE COMMITTEE INTERNAL GUIDELINES

TO : ALL ASSCAT FACULTY AND STAFF

DATE : 24 January 2023

1. OBJECTIVES

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of ASSCAT faculty and staff pursuant to the existing laws and issuances of the Civil Service Commission (CSC).

2. FUNCTIONS OF REVIEW AND COMPLIANCE COMMITTEE (RCC)

2.1 The RCC created shall perform the following functions:

- 2.1.1 Review the SALN and determine whether these were properly accomplished;
- 2.1.2 Submit a list of employees, in alphabetical order, who: (1) filed their SALNs with complete data; (2) filed their SALNs but with incomplete data; and (3) did not file their SALNs to the College President copy furnished the CSC;
- 2.1.3 Transmit all original copies of the SALNs received to the concerned offices (CSC Field Office, Office of the Deputy Ombudsman for Mindanao, and Personal file; and
- 2.1.4 Refer all issues in the submission and filing of SALN for resolution to ensure standard and consistent interpretation of the SALN rules.

3. FILING OF SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond April 15 of every year to the RCC through the Human Resource Management Office in three (3) copies, all originally signed by the declarant, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, maternity, scholarship, etc or on absence without official leave during the compliance period.

4. ADMINISTRATION OF OATH

The College President or any authorized administering official shall administer the oath for the SALNs of the faculty and staff.



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5. REVIEW PROCESS

5.1 Upon receipt of the accomplished SALN forms the RCC shall evaluate the same within five (5) days to determine compliance with the following:

- 5.1.1 The declarant is strictly required to fill in all applicable information in the SALN Form. Otherwise, such items should be marked with "N/A" or "not applicable"
- 5.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.
- 5.1.3 In case the signature of the spouse cannot be secure, an explanation for the purpose should be attached to the SALN.
- 5.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, e.g. page 1 of ___ pages.
- 5.1.5 Any or all changes or revisions in the accomplished and submitted SALN form shall be made by the respective declarants and shall bear the declarant's initials.

6. TRANSMITTAL AND DISTRIBUTION

The HRMO shall transmit all original copies of the SALNs to the Deputy Ombudsman for Mindanao, 2nd copy to the CSC Field Office and the 3rd copy personal copy of the declarant.

7. SANCTION FOR FAILURE TO COMPLY

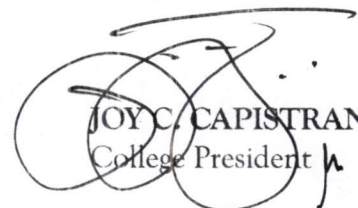
Failure of the faculty and staff to correct/submit his/her SALN in accordance with the procedure and period under the CSC Reso. No. 1300174 dated January 23, 2013, or failure of concerned personnel to comply with the provisions of CSC Reso. No. 06-0231 dated February 1, 2006, as amended, shall be dealt with in accordance with Section 4 of CSC MC No. 3 dated January 24, 2013.

8. RESOLUTION OF ISSUES

To ensure standard and consistent interpretation of the SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all faculty and staff.

9. ACCESSIBILITY OF SALNS

Accomplished SALN of ASSCAT faculty and staff shall be made available to the public subject to the existing rules and regulations to the data privacy law.


JOY C. CAPISTRANO
College President