



Republic of the Philippines  
**AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY**  
Bunawan, Agusan del Sur

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**REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION  
OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND  
DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

**COVERAGE**

This guideline covers all officials and employees of the Agusan del Sur State College of Agriculture and Technology except Job Order and Contract of Service.

**GUIDELINES**

**1. Filing and Submission of SALN on Time**

All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office, to wit:

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

Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

The College President can delegate the authority to administer oath with regard to the SALN Form. The authority to administer oath must be in writing.

**2. Persons Authorized to Review and Evaluate the submitted SALN**

The College President shall create a Review and Compliance Committee composed of a Chairman and members to receive, through the HRMO and to evaluate if the same has been submitted on time, complete and in proper forum, and render opinion interpreting the provisions on review and compliance procedure in the filling thereof.



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### 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee through the HRMO shall prepare a list of the following employees in alphabetical order to be submitted to the head of the agency copy furnished the Civil Service Commission on or before April 30 of every year.

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data; and
- c. Those who did not file their SALNs.

### 4. Issuance of Compliance from the Office of the President

Immediately upon receipt of the aforementioned list and recommendation, it shall be ministerial duty of the 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 thirty (30) days from receipt of 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 to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be cleared or reflected in the next or succeeding SALN.

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

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary. The President shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evident so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

The offense for failure to file SALN shall be:

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

### 6. Transmittal of all submitted SALNs to the concerned agencies on or before April 30.

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



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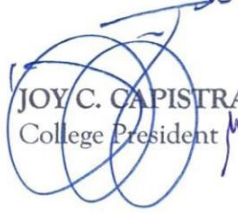


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**EFFECTIVITY**

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

  
**JOY C. CAPISTRANO**  
College President



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