



ISO 9001:2015
Certified

Republic of the Philippines
Northwest Samar State University
Rueda St., Calbayog City 6710
Website: <http://www.nwssu.edu.ph>
Email: main@nwssu.edu.ph
Telefax: (055) 2093657



AGENCY REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF ASSETS, LIABILITIES, AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

I. Objective

Northwest Samar State University adheres the 1987 Philippine Constitution by requiring its officers and employees to file Statements of Assets, Liabilities, and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, a declaration under oath upon assumption of office and for the period required by law. The same shall be done on oath in order to ensure transparency and unquestionable accumulation of their assets, liabilities, net worth, and financial business interests, including those of their spouses and unmarried children under the age of eighteen (18) living in their households. As public interest, a review and compliance procedure for filing and submitting the SALN and Disclosure of Business Interest and Financial Connections is required.

II. Legal Bases

1987 Philippine Constitution

Republic Act 6713 of the "Code of Conduct and Ethical Standards for the Public Officials and Employees

CSC Memorandum Circular No. 10, series of 2006 dated 17 April 2006 on the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections

CSC Memorandum Circular No. 3, series of 2013 dated January 24, 2013 on the Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions (CSC Memorandum Circular No. 10 dated April 17, 2006)

CSC Memorandum Circular No. 13, series of 2020 dated 02 June 2020 on Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

III. Scope

This Circular shall cover all plantilla-based employees of Northwest Samar State University, regardless of employment status.

IV. Guidelines

1. Filing and Submission of SALN

- a. All NwSSU plantilla-based personnel (teaching and non-teaching) shall physically file a printed copy of their duly executed SALN and Disclosure of Business Interests and Financial Connections with the university's Human Resource Management Office (HRMO), to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
 - iii. Within thirty (30) days after separation from the service statements of which must be reckoned as of his/her last day of office;

- b. The declarant must fill in all necessary information and/or give an accurate and detailed statement in their 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.
- e. The proper form to be used by the declarant for the filing of the SALN shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

2. Duties of Review and Compliance Committee (RCC)

The RCC composed of one (1) Chairman and two (2) members, as appointed by the University President, shall undertake the following duties and responsibilities:

- a. Receive SALN submissions through the Human Resource Management Office;
- b. Examine the SALN forms if they are duly accomplished; and
- c. Prepare an alphabetical list of the following employees to be presented to the University President and copy furnished the Civil Service Commission by June 30 of each year:
 - 1) Those who filed their SALNs with all required information;
 - 2) Those who file SALNs with inadequate information; and
 - 3) Those who failed to submit their SALNs.

3. Ministerial Duties of the University President

- a. Issue a compliance order within five (5) days after receiving the aforementioned list and recommendation from RCC, requiring those who have incomplete data in their SALNs 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.
- b. Transmit all original 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.

4. Sanction

Failure by an employee to correct/submit SALN in line with the protocol and within the specified timeframe shall result to disciplinary action. The University President shall issue a show-cause order requiring the concerned employee to submit a response or counter-affidavit, and if the evidence merits, the administrative processes shall be conducted in accordance with the 2017 Rules of Administrative Cases in the Civil Service. Failure to file a SALN shall result in the following penalties:

First Offense- Suspension for one (1) month and one (1) day to six (6) months
Second Offense- Dismissal from the service

V. Effectivity

This guideline shall take effect immediately and shall remain in force unless further issuances by the appropriate authorities, department and/or task force pertaining to the national state of public health emergency brought by the COVID-19 are enforced.

For your guidance and strict compliance.


BENJAMIN L. PECAYO, Ed.D
SUC President III