



Republic of the Philippines
EULOGIO "AMANG" RODRIGUEZ
INSTITUTE OF SCIENCE AND TECHNOLOGY
Nagtahan, Sampaloc, Manila

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 guidelines covers all officials and employees (permanent, temporary, substitute, casual and contractual status) of Eulogio "Amang" Rodriguez Institute of Science and Technology (EARIST) regardless of employment status.

GUIDELINES

1. Filing and Submission of SALN on Time and to the Proper Official

- 1.1. All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resources Management Services (HRMS), 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.
- 1.2. Employees are strictly required to fill in all applicable information in the latest Civil Service Commission-promulgated SALN Form and/or make a true and detailed statement in their SALNs. Items that are not applicable to the filer shall be marked N/A (not applicable).
- 1.3. The Institute President can delegate the authority to administer oath with regard to the SALN Form. The authority to administer oath shall be in writing.

2. Persons Authorized to Review and Evaluate the Submitted SALN

- 2.1. The Institute President shall appoint a Review and Compliance Committee composed of the following; (1) Director of Administrative Services, (2) Chief of Human Resources Management Services, and (3) Chief of Records Management Services to receive, through the HRMS and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

3. Duties of the Review and Compliance Committee

- 3.1. The Review and Compliance Committee through the HRMS shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency, copy furnished the Civil Service Commission on or before May 15 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. Ministerial Duty of the Institute President to issue Compliance Order

- 4.1. Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Institute 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 three (3) days from receipt of said order.
- 4.2. Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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 filer's next or succeeding SALN.

5. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30 every year

- 5.1. The Chief of the HRMS shall transmit all original and digitized copies of the SALNs received, on or before June 30 of every year, to the Civil Service Commission. A certification from the Institute President on the authenticities of the digitized SALNs submitted to the Civil Service Commission shall also be submitted.

6. Sanction and Penalty

- 6.1. **Officials and Employees.** Failure of an official or employee to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive in No. 4 hereof shall be a ground for disciplinary action. The Institute President shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999). The offense of failure to file SALN shall be punishable with the following penalties:
- a. 1st offense - Suspension for one (1) month and one (1) day to six (6) months
 - b. 2nd offense - Dismissal from the service
- 6.2. **Head of Agency.** Any Head of Agency who shall fail to comply with CSC Memorandum No. 10, s. 2006 in relation to the Review and Compliance Procedure in the Filing and Submission of the SALN Form shall be liable for Simple Neglect of Duty, which shall be punishable with the following penalties:
- a. 1st offense - Suspension for one (1) month and one (1) day to six (6) months
 - b. 2nd offense - Dismissal from the service

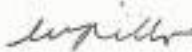
EFFECTIVITY

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

REFERENCES

- CSC Memorandum Circular No. 10, series of 2006 dated 17 April 2006 – Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Connections
- CSC Resolution Number 1300455 dated 04 March 2013 – Review and Compliance Committee for the Statement of Assets, Liabilities and Network (SALN)
- CSC Memorandum Circular No. 3, series of 2013 dated 17 April 2006 – "Amendment to the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Conditions (CSC Memorandum Circular No. 10 dated 17 April 2006)"

- CSC Resolution Number 1500088 dated 23 January 2015 – Amendment to the CSC Resolution No. 1300173 - Revised Statement of Assets, Liabilities and Networth (SALN) Form
- Office of the Ombudsman Memorandum Circular No. 2 dated 02 August 2017 – "Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net Worth (SALNs) and Disclosures of Business Interests and Financial Connections to the Office of the Ombudsman as Required Under Section 8 of Republic Act No. 6713"
- Office of the Ombudsman Memorandum Circular No. 1 dated 29 June 2018 – "Amendment to Memorandum Circular No. 2 (Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net Worth [SALNs] and Disclosures of Business Interests and Financial Connections to the Office of the Ombudsman as Required Under Section 8 of Republic Act No. 6713), series of 2017"


Dr. EDITHA V. PILLO
President, EARIST 