



AGENCY REVIEW AND COMPLIANCE PROCEDURE (ARCP) OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

I. RATIONALE

Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, mandate public officials and employees to be accountable at all times to the people, and require them to submit declarations under oath of their assets, liabilities, net worth and financial and business interest and those of their spouses and unmarried children under eighteen (18) years of age living in their households.

On the other hand, the Civil Service Commission (CSC) issued CSC Resolution No. 060231 dated February 1, 2006, provides for the establishment of a standard review and compliance procedure to be observed by all public officials and employees in the filing and submission of the State of Assets, Liabilities and Net Worth (SALN); and emphasizes the ministerial duty of the SUC President to issue an order requiring those who have incomplete data on their SALN, and those who have not filed/submitted their SALN to comply within a non-extendible period of five (5) working days from receipt of said order.

II. OBJECTIVES

This Agency Review and Compliance Procedure (ARCP) of Statement of Assets, Liabilities and Net worth (SALN) is to:

- 2.1 provide guidelines in the filing, review and submission of the SALN of the Central Philippines State University (CPSU) officials and employees pursuant to existing laws and pertinent CSC resolutions, and other relevant issuances; and
- 2.2 ensure the SALN of employees are submitted on time, complete, and in proper form.

III. COVERAGE

This shall cover CPSU officials and regular and casual employees, except those who serve under contract of service, contract of agreement, pakyaw contracts and other employees whose appointments were not submitted for approval/validation by the CSC field office concerned.

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IV. **FUNCTIONS OF THE REVIEW AND COMPLIANCE COMMITTEE (RCC) AND OTHER CONCERNED OFFICES**

- 4.1 The RCC created by virtue of CPSU Office Memorandum No. 061, s. 2022, dated February 22, 2022, shall perform the following functions:
 - 4.1.1 Review the submitted SALN of CPSU officials and regular and casual employees and ensure that these were complete and properly accomplished;
 - 4.1.2 Submit a final report to the SUC President on or before April 30 of every year. The final report includes:
 - 4.1.2.1 Summary of list of filers (employees shall be presented in alphabetical order);
 - 4.1.2.2 Certification from RCC; and
 - 4.1.2.3 Names of employees who did not file their SALNs.
 - 4.1.3 Ensure that all original copies of the SALNs shall be transmitted on or before June 15 of every year or on the date as may be prescribed by the CSC and Office of the Ombudsman;
 - 4.1.4 Prescribe the deadlines of submission, review and filing of SALN to the RCC consistent with deadlines prescribed by the CSC;
 - 4.1.5 Resolves issues pertaining to compliance with the submission and filing of SALNs by all CPSU officials and regular and casual employees; and
 - 4.1.6 Perform such other functions as may be necessary to ensure compliance by CPSU with all SALN-related concerns.
- 4.2 The Human Resource Management Office (HRMO) shall assist the RCC in the conduct of its functions. The functions of the Office' representatives shall be, but not limited to, the following:
 - 4.2.1 Shall serve as secretariat to the RCC;
 - 4.2.2 Receive SALNs from officials and regular and casual employees;

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- 4.2.3 Transmit submitted SALNs to the RCC;
 - 4.2.4 Facilitate transmittal of the SALNs to the repository agencies (CSC, Office of the Ombudsman);
 - 4.2.5 Prepare and issue advisories;
 - 4.2.6 Prepare preliminary and final reports, RCC Certification and transmittal letters;
 - 4.2.7 Safekeep agency copies of the annual SALN submissions;
 - 4.2.8 Issue certified copies of SALN on file and the certification on SALN compliance;
 - 4.2.9 Facilitate in the issuance of office order/memorandum to remind all CPSU officials and regular and casual employees of the deadlines; and
 - 4.2.10 Transmit all original copies of the SALNs on or before June 15 of every year or on the date as may be prescribed by the CSC and Office of the Ombudsman;

V. TIMELINES

To facilitate the smooth and proper implementation of the mandate, the Central Philippines State University (CPSU) compliance with the SALN requirements, the following timelines shall be observed:

Dates	Actions	Concerned Personnel
January 7 of every year	Issuance of office order/ memorandum to remind all CPSU officials and regular and casual employees of their SALN and deadlines	HRMO
January 31 of every year	Deadline of submission of duly accomplished SALN (as of December 31 of the previous year)	All CPSU officials, and regular and casual employees
February 15 of every year	Submission of SALN of those who have not yet submitted and those with compliance	Concerned employees

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Dates	Actions	Concerned Personnel
February 28 of every year	Submission of SALN to RCC for review and evaluation	HRMO
March 15 of every year	Turnover of reviewed and evaluated SALN to the HRMO	RCC
April 30 of every year	Submission of final report to the SUC President	RCC
June 15 of every year	Transmit all original copies of the SALNs to the repository agencies	HRMO

The SUC President has the ministerial duty to issue an order requiring those who have incomplete data on their SALN, and those who have not filed/submitted their SALN to comply within a non-extendible period of five (5) working days from receipt of said order.

VI. PROCEDURE IN FILING OF SALN

- 6.1 All CPSU officials and regular and casual employees are strictly required to fill in all applicable information and/or make a true and detailed statement of their SALNs and file the same in the following instances:
 - 6.1.1 **on or before January 31 of every year**, in three (3) copies, all of whether the declarant is on official or personal leave of absence or on absence without leave during the compliance period;
 - 6.1.2 **within thirty (30) days after assumption of duty** (for newly hired regular employees); and
 - 6.1.3 **within thirty (30) days after separation from the service** (retirement, transfer, resignation)
- 6.2 The HRMO shall be designated as the repository of SALNs documents of CPSU officials and regular and casual employees in coordination with the RCC;
- 6.3 All duly accomplished SALN forms received by the HRMO shall be submitted to the SUC President or notary public to administer the oath for signature; and
- 6.4 Upon receiving the signed or notarized SALN forms, the HRMO shall consolidate and endorse the aforesaid forms to the RCC for review and evaluation.

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VII. ADMINISTRATION OF OATH

- 7.1 The SUC President and/or notary public shall administer oath for the SALNs of CPSU officials and regular and casual employees, in accordance to the existing laws and other related issuances;
- 7.2 The administration of oath for the SALN of CPSU employees who are in abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located. The HRMO shall issue an advisory for the purpose of compliance of CPSU employees who are in abroad or under foreign scholarship at the time of filing of SALN; and
- 7.3 The date (day, month, and year) of oath in the SALN form shall be filled out by the administering officer.

VIII. REVIEW AND EVALUATION PROCEDURE OF SALN

- 8.1 The HRMO shall submit the following documents to the RCC on or before the February 28 every year:
 - 8.1.1 summary of list of filers (employees shall be presented in alphabetical order); and
 - 8.1.2 the accomplished SALNs for review and evaluation of the RCC.
- 8.2 Upon receipt of the accomplished SALN forms, the RCC shall evaluate the same on or before March 15 of every year to determine compliance with the following rules:
 - 8.2.1 The declarant is strictly required to fill out all applicable information in the SALN form. Otherwise, "Not Applicable" or "N/A" must be indicated in the space provided for the same or in the first row of all columns in the case of tables;
 - 8.2.2 A declarant who has no business interests and/or relatives (up to 4th degree of consanguinity or affinity) in the government must appropriately tick off the box () indicating such information and must write "Not Applicable" or "N/A" in the first row of all columns of the table provided to indicate non-applicability;

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- 8.2.3 For married employees, in case the signature of the spouse cannot be secured, a written explanation therefor must be submitted by the declarant;
- 8.2.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with proper pagination;
- 8.2.5 All pages of the SALN, including the Additional Sheets, must be numbered. The format of the pagination is: *Page <order of page> of <total number of pages>*.
- 8.2.5.1 If there are no additional sheets used, the paging should be *Page 1 of 2* (for the front page) and *Page 2 of 2* (for the back page); and
- 8.2.5.2 If there are additional pages, e.g., if there is 1 additional page bringing the total pages to 3, the paging shall be reflected as *Page 1 of 3* (for the front page), *Page 2 of 3* (for the back page) and *Page 3 of 3* (for the additional page).
- 8.2.6 All changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarant and shall bear the declarant's initials (signature).
- Any correction or any entry that is not similarly written/typed/encoded as the other entries (e.g. written entry for a typed SALN, or a typed entry for a computerized SALN, or an entry with a different ink color) must be initialed (signed) by the declarant.
- 8.2.7 The RCC shall 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 SALN to comply within a non-extendible period of three (3) days from receipt of the said order;
- 8.2.8 The RCC shall recommend to the SUC President for the issuance of an office order/memorandum shall be issued to employees who have not filed their SALN, indicated in Item No. VII of these guidelines
- 8.3 For CPSU officials and regular and casual employees who have not complied with the office order/memorandum or found to have not satisfactorily responded thereto, the RCC shall include their names in the list of employees who:

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8.3.1 filed their SALNs with incomplete data; or

8.3.2 did not file their SALNs

and recommend to the SUC President for the issuance of a show-cause order or office order/memorandum.

IX. GROUND TO GRANT OR DENY REQUEST ON PUBLIC ACCESS TO SALN AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS FILED WITH THE HRMO

A copy of the SALN will be furnished to the requester based on the following grounds:

9.1 he/she is the declarant;

9.2 the request is upon lawful order of the court in relation to a pending case;

9.3 the request is made by the Office of the Ombudsman's Field Investigation Office/Bureau/Unit for the purpose of conducting fact-finding investigation; and

9.4 in all instances, **no SALN** will be furnished to the requester unless he/she presents a notarized letter of authority from the declarant allowing the release of the requested SALN.

X. SANCTIONS FOR NON-FILING/NON-SUBMISSION OF SALN

The failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the Office order/memorandum issued shall be ground for disciplinary actions.

The SUC President or his/her authorized representative shall issue a show-cause order or an office order/memorandum directing the official or employee concerned to submit his/her comment or counter-affidavit, within 72 hours upon receipt of the said order/memorandum; and if the evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the following rules on the 2017 Revised Rules on Administrative Cases in Civil Service (2017 RRACCS):

10.1 Section 50.D, Rule X:

D.1 Simple neglect of duty; and/or

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D.8 Failure to file sworn statements of assets, liabilities and net worth and disclosure of business interest and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household:

First Offense - Suspension of one (1) month and one (1) day to six (6) months

Second Offense - Dismissal from the service

10.2 Section 50.F, Rule X:

F.1 Violation of reasonable office rules and regulations

First Offense - Reprimand

Second Offense - Suspension of one (1) month to thirty (30) days


Third Offense - Dismissal from the service

XI. REPEALING CLAUSE

All previous rules inconsistent herewith are deemed repealed or modified accordingly.

XII. EFFECTIVITY

These guidelines shall take effect immediately.


ALADINO C. MORACA, Ph. D.
SUC President

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