



RA 9299

Republic of the Philippines

June 25, 2004

NEGROS ORIENTAL STATE UNIVERSITY

NOHS (1907) | NOTS (1927) | EVSAT (1956) | CVPC (1983)

Kagawasan Ave., Dumaguete City, Negros Oriental, Philippines 6200

UNIVERSITY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES

In compliance with the requirement on sub-item a.8 of item 5.1 under Memorandum Circular No. 2018-1 dated May 28, 2018 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) regarding the Review and Compliance Procedure of Statements and Financial Disclosures and in accordance with the RA 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, CSC Memorandum Circular No. 10, s. 2006 entitled "Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections as amended by CSC Memorandum Order No. 3, s. 2013, CSC Memorandum Circular No. 3, s. 2015, CSC Resolutions Nos. 1300455 and 1500088, 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), Ombudsman Memorandum Circular No. 2, s. 2017 as amended by Ombudsman Memorandum Circular No. 1, s. 2018, Negros Oriental State University hereby adopts the review and compliance procedure of statement and financial disclosure as stated below.

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

- 1.1. All University officials and employees, except those in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Secretariat of the Review and Compliance Procedure of Statements and Financial Disclosures, to wit:
 - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - 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. University officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance under this procedure.
- 1.3. University officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

Section 2. Duties of the Review and Compliance Committee

- 2.1. Upon receiving the SALN forms, the HRMO and its Support Staff being the Secretariat shall consolidate the same and transmit it to the Review



and Compliance Committee chaired by Vice President for Administration, Planning and Development with Chief Administrative Officer for Administration and Chief Administrative Officer for Finance as members who shall evaluate the same to determine whether said statements have been properly accomplished, submitted on time and in proper form. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

- 2.2 The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the University President, a copy furnished the Civil Service Commission, on or before May 15 of every year:
 - a. Those who file their SALNs with complete data;
 - b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs

Section 3. Ministerial Duty of the University President to issue Compliance Order

- 3.1 Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office 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-extendible period of thirty (30) days from receipt of the said Order.

Section 4. Sanction for Failure to Comply/Issuance of a Show Cause Order

- 4.1. 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 directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office 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 2017 Rules on Administrative Cases in the Civil Service (RACCS). The offense of failure to file SALN is punishable under Section 50 (D) (8) of Rule 10 thereof, with the following penalties:

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

Second Offense - Dismissal from the service

- 4.2 University officials and employees who fail to comply within the thirty (30) day period required under Section 3.1 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the offense, and dismissal from the service for the second offense.

Section 5. Transmittal of all submitted SALNs to the Deputy Ombudsman Visayas on or before June 30

- 5.1. The Secretariat shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:

REPOSITORY AGENCY	OFFICERS AND EMPLOYEES
Office of the President	Heads of State Colleges and Universities
Deputy Ombudsman Visayas	State Colleges and Universities

- 5.2. The list of officials and employees who filed their SALNs shall be accompanied by a certification using the following format:

CERTIFICATION

I, (name of agency head), hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the (name of agency), as listed in the attached summary report of the (Review and Compliance Committee)

Signature (of agency head)

Printed Name

Position

Date

SUBSCRIBED AND SWORN TO before me this ____ day of __, 20__, affiant exhibiting his/her competent evidence of identity, to wit: _____.

Administering Officer

- 5.3 The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive, using the file name prescribed hereunder.

The file name of the soft copy must be the same as the document title.

Example:

Document	File Name
SALN of Employee A	SALN of Employee A.pdf


JOEL P. LIMSON, Ph.D.
University President