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Tarlac State University
Records Management Unit No. 207
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TSU Memorandum Order

No. 26, s. 2021

August 10, 2021

**REVIEW AND COMPLIANCE PROCEDURE IN FILING AND
SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES
AND NETWORTH (SALN) FOR THE YEAR 2021**

OBJECTIVE

Under Section 8 of the Republic Act No. 6713, "Code of Conduct and Ethical Standards for Public Officials and Employees" and CSC MC No. 10, s. 2006 amended by CSC MC No. 3, s. 2013, it is the duty of all government officers and employees to declare to the public under oath of office, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.

Furthermore, the Civil Service Commission through Resolution No. 2100339 dated April 12, 2021 resolved to adopt the following guidelines in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) Form during the state of public health emergency.

COVERAGE

This guideline shall cover all plantilla and contractual teaching and non-teaching personnel of the University regardless of employment status.

GUIDELINES

Section 1. Filing and Submission of SALN

1. All Teaching and Non-Teaching Plantilla and Contractual Personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Development and Management Office (HRDMO) to wit:
 - a. Within thirty (30) days after assumption of position in the office, declarations of which must be reckoned as of his/her first day of office;
 - b. On or before April 30 of every year thereafter, unless otherwise extended by the Civil Service Commission due to exceptional

- circumstances, declarations of which must be reckoned as of the end of the preceding year;
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
2. All officials and employees (Declarant) may file their SALN through online, to wit:
- a. The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN to the HRDMO Employees' Welfare Unit.

A "duly executed SALN" refers to a SALN that is personally signed under oath before an Administering Officer or Notary Public, or that executed through online oath taking as stipulated below.

- b. The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via Communication Technology (e.g. WebEx, Zoom or Skype). A "Communication Technology" is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.
- c. The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
- d. The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer. The Original shall refer to the electronic SALN or physical SALN, as the case may be.
- e. On the same day, the Declarant transmits a copy of the Original to the Administering Officer via fax or electronic means. A copy of a physical SALN refers to its scanned copy.
- f. The Declarant, when filing the SALN through online transmission, shall ensure that the SALN is in Portable Document Format (PDF).
- g. The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scans the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- h. The Declarant then sends/delivers the copy to the HRDMO Employee Welfare Unit to comprise filing of the SALN, subject to the herein provisions on online filing or transmission.
 - i. An electronic SALN, for purposes of SALN compliance for the year affected by any exceptional circumstances, shall be considered the original, and a printout thereof shall be considered a duplicate original.
 - j. Declarant's online filing or submission of his/her SALN in compliance with these Rules shall be considered as the Declarant's date of filing of his/her SALN with the University.
 - k. The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting. The list shall be filed to the HRDMO within five (5) days from the last day of filing of the SALN for recording purposes.
3. All employees are strictly required to fill in all applicable information needed in the forms, and all information shown must be true and supported by detailed statement of their SALNs. Items not applicable should be marked N/A (Not Applicable).
 4. It is reiterated that the proper form to be used by all officials and employees for the annual filing and submission of the SALN for the year 2021 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

Section 2. **Authorized Persons to Review, Evaluate and Verify the Filed SALN**

As per TSU Administrative Order No. 23, s. 2018, pursuant to CSC MC No. 10, s. 2006 amended by CSC MC No. 3, s. 2013, the SALN Review and Compliance Committee shall be composed by the following:

1. Director of the HRDMO as the Chairperson,
2. Director of Administrative Services (Member), and
3. Director of Finance (Member)

Section 3. **Duties of the Review and Compliance Committee**

The SALN Review and Compliance Committee shall evaluate if each SALN 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. If the same is not properly filed, they are required to inform the declarant and direct him/her to take the necessary corrective action.

The Review and Compliance Committee shall prepare a list of the following employees in alphabetical order to be given to the Office of the University President and furnish a copy to the Civil Service Commission on or before May 15 of every year unless otherwise extended:

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

Section 4. **Ministerial Duty of the President to Issue a Compliance Order for Certain Issues**

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the University 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 an non-extendable period of thirty (30) days from receipt of the 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 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 next or succeeding SALN.

Section 5. **Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure to comply with the procedure, either not correcting the declaration for incorrect entries or not providing the needed information within the given period of compliance to the issued order shall be considered as grounds for disciplinary action. The University President shall thereby issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit, and if the evidence so warrants, the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service shall follow.

The offense for failure to file SALN are as stated:

- 1st offense** – Suspension for one (1) month and one (1) day to six (6) months
- 2nd offense** – Dismissal from the service

Section 6. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30 of every year.

The HRDMO shall transmit all original copies of the SALNs received and compiled orderly to the concerned offices on or before June 30 of every year unless otherwise extended by the Civil Service Commission due to exceptional circumstances.

REPEALING CLAUSE

All prior issuances released inconsistent with these Memorandum Order are considered revoked or modified accordingly.

SEPARABILITY CLAUSE

If any part of or the provision itself is reflected as invalid, ineffective, or inconsistent with the release of subsequent issuance/s, other parts of this provision not affected thereby shall remain in force and effect.

EFFECTIVITY

These guidelines shall govern the filing and submission of the SALN by all University officials and employees. This Administrative Order shall take effect immediately upon issuance and shall remain in force unless revoked/rescind, cancelled, or superseded by a later issuance.


DR. MYRNA Q. MALLARI

University President 