



Kalinga State University

Subject:
Review and Compliance Procedure in Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN)

Written by:


JAY E. LAPID
ADMINISTRATIVE OFFICER V

Reviewed by:


DANILO T. BUEN, MBA
Director for Administration
Finance Mgmt Services

Approved by:


University President

1. PURPOSE

- To enjoin all public officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service.
- To ensure that the assets, liabilities, net worth financial connections and business interests of the declarant's household are also disclosed.

2. SCOPE

This procedure applies to all permanent employees of the Kalinga State University. However, those holding career positions under temporary status are required to file their SALN. Those serving in Job Order, laborers and contractual or temporary workers are exempted from filing the SALN.

3. DEFINITIONS

Statement of Assets and Liabilities and Net Worth (SALN)

Refers to the form required to be submitted by an individual employee, office and department of the agency. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including a disclosure of business interests and financial connections of the declarant, his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.

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Basic Information

refers to the declarants Basic Information as to Civil Status, name of spouse (if applicable), complete address and information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.

Real Properties

refers to properties which are immovable by nature and are classified according to their use, that is, residential, commercial, agricultural, industrial, or mixed use and the like.

Personal Properties

refer to jewelry, appliances, furniture, motor vehicles and other tangible/movable properties. This shall also include investments or other assets, such as cash on hand or in bank, negotiable instruments, securities, stocks, bonds, and the like.

Liabilities

Refers to financial liability or anything that can result to a transfer or disposal of an asset. It includes not only those incurred by the declarant but also those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household.


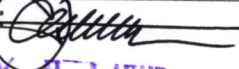
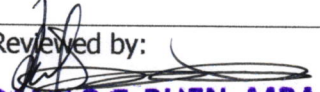

Net Worth

Refers to the sum of all assets (real and personal) less total liabilities.

Guidelines in Filling Out Of the SALN Form

Refers to the Guidelines in Filling Out of the SALN prescribed under CSC MC No. 2 s. 2013

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<p>Written by:  MAY G. LAPUZ ADMINISTRATIVE OFFICER V HRMO</p>	<p>Reviewed by:  DANILO T. BUEN, MBA Chief Administrative Officer Director for Admin & Finance Mgmt Services</p>	<p>Approved by:  University President</p>

4. RESPONSIBILITIES

<p>University President (Head of Agency)</p>	<p>Has the ministerial duty to issue compliance 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.</p>
<p>SALN Review and Compliance Committee</p>	<p>Implement the provisions on reviewing and with SALN requirements to determine whether the SALN of KSU personnel have been submitted on time, are complete and are in proper form (as per CSC prescribed Guidelines in Filling Out of the SALN).</p>
<p>Human Resource Management Officer (HRMO)</p>	<p>Functions as the SALN Review and Compliance Committee Secretariat. Monitors submission of individual employees Statement of Assets, Liabilities and Net Worth.</p>
<p>Individual Employee</p>	<p>In-charge of consolidation and submission of SALN List of filers to the Office of the Ombudsman attention to the Office of the Deputy Ombudsman for Luzon and Agency Heads SALN to the Office of the President Malacañang. Responsible for the filling up and annual submission of their SALN. Act as partners of management in meeting organization performance goals.</p>

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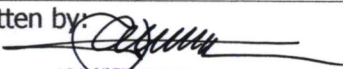

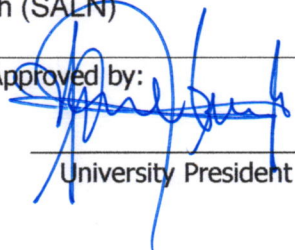
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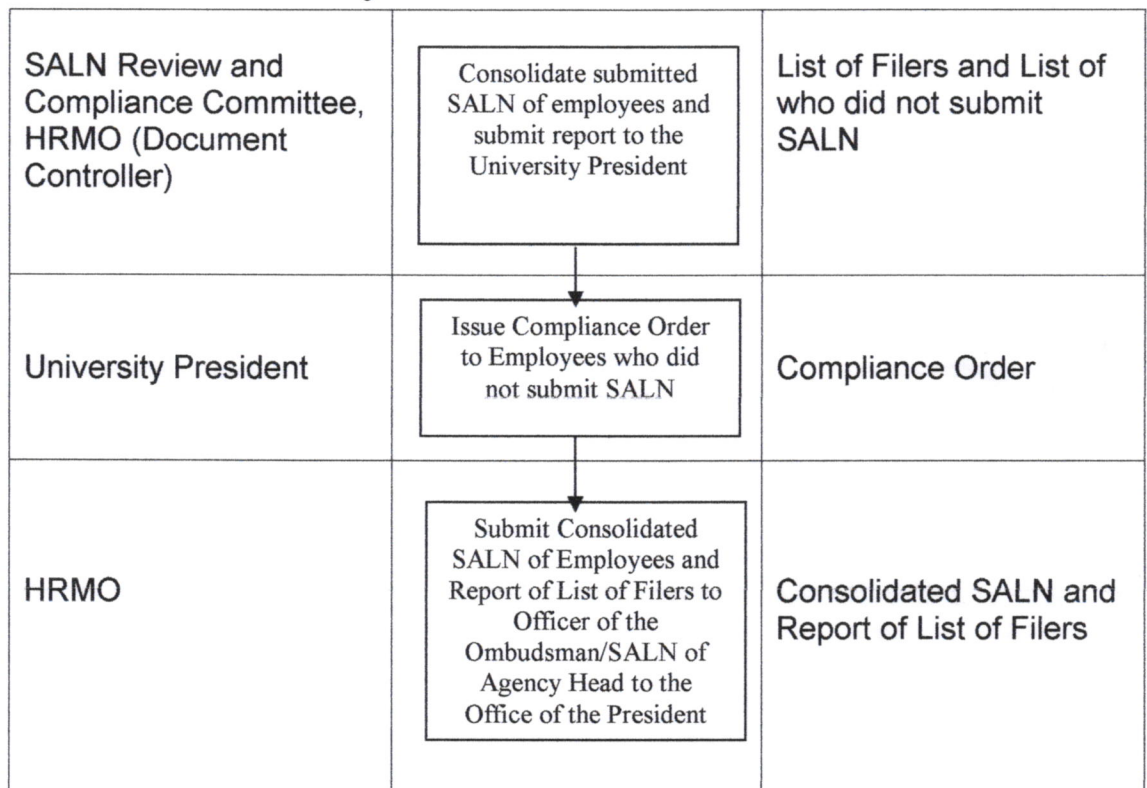
University President

5. PROCEDURE OUTLINE (Filing and Submission of SALN)

Responsible	Activity	Documents
University President	Issue Memorandum on Submission of SALN	Office Memorandum
All Plantilla Personnel (Individual employee)	Filling-Out of SALN form	SALN Form
All Plantilla Personnel (Individual Employee)	Submission of SALN to HRMO	SALN Form
HRMO (Document Controller)	Receive and record the duly filled-up and signed SALN	SALN form, Record Book, Document Control Excel Program
SALN Review and Compliance Committee	Evaluate submitted SALN Form	SALN Form

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6. PROCEDURE DETAILS

- 6.1 Issuance of memorandum on the 2nd week of January, requiring all employees to submit their statement of Assets, Liabilities and Net Worth as of December 31 of the preceding year.
- 6.2 Each employee shall comply with the memorandum on submission of a duly filled up and signed SALN form (following CSC Guidelines on Filling-out of the SALN Form) and submit the same to the Human Resource Management Office on or before the 30th of March 2020.

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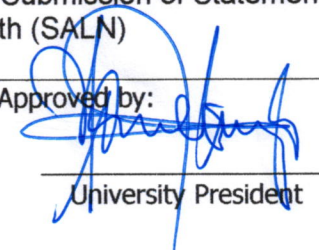
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- 6.3 The HRMO Document Controller receives and record the submitted SALN and forward the same to the SALN Review and Compliance Committee for Evaluation.
- 6.4 The SALN Review and Compliance Committee evaluates the submitted SALN as to timeliness of submission, completeness, detailed computation of SALN and if in proper form following the CSC Guidelines on Filling-Out of SALN Form (CSC MC 2, s. 2013)

The HRMO Document Controller records the evaluated SALN Form and forward the same to the Office of the President for signature (if found in order) or return to the concerned employee (if found not in order) the evaluated SALN and require resubmission within three (3) days upon receipt.

The SALN Review and Compliance Committee consolidates the submitted SALN and prepare List of Filers and List of employees who did not submit their SALN and submit report to the University President on before the first week of April 2019.


- 6.5 The University President will issue Compliance Order to those who did not submit their SALN within five days from receipt of the aforementioned list stating to submit their SALNs and comply within a no-extendible period of fifteen (15) days from receipt of said order.
- 6.6 The HRMO submits the consolidated SALN of employees and Report on List of Filers to the Office of the Ombudsman attention to the Deputy Ombudsman for Luzon and Agency Heads SALN to the Office of the President-Malacañang Palace not later than April 30, 2019.

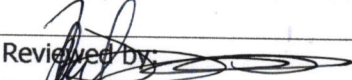
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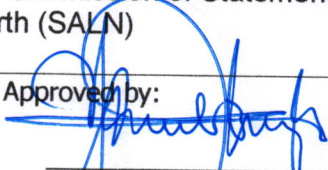


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7. INTERFACES

This review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) is interfaced with the following:

- Section 10, Code of Conduct and Ethical Standards for Public Officials (RA6713)
- CSC MC 10 s. 2006
- CSC MC 2, s. 2013 (CSC Guidelines on Filling Out of the SALN form)
- CSC MC 3, s. 2013
- CSC MC 3, 2015
- CSC Resolution Nos. 1300455 and 1500088

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