



# West Visayas State University

(Formerly Iloilo Normal School)

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Luna St., La Paz, Iloilo City 5000

Iloilo, Philippines

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Certificate No.: AJA16.0911

## GUIDELINES IN THE 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

### I. RATIONALE/OBJECTIVE

Pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolution Nos. 1300455 and 1500088, all public officials and employees should file and submit a duly accomplished Statement of Assets, Liabilities and Net worth (SALN). Hence, the WVSU shall adopt guidelines in the reviews and compliance procedures in the filing and submission of SALN and Disclosure of Business Interest and Financial Connections to provide a standard review and compliance procedures to be observed by the WVSU employees and to ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of aged living in declarant's household are also disclosed.

### II. SCOPE

All plantilla-based personnel of WVSU Main Campus, the WVSU Medical Center and Satellite Campuses regardless of employment status.

### III. PROCEDURES

#### a. Filing and Submission of SALN

All **WVSU** employees, except those who serve in an honorary capacity, laborers, and casual or temporary workers, shall file in three (3) copies under oath their Statements of Assets, Liabilities and Net worth, Disclosure of Business Interests and Financial Connections with the Office of the Administrative Officer, including those of their spouses and unmarried children under eighteen (18) years of age living in their households, and disclosures of relatives in the government. Married couples who are public officials or employees may file the required statements jointly or separately to wit:

1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
4. Employees are strictly required to fill in all applicable information in their respective SALN's. Any information not applicable, the employee should indicate in the space N/A (not applicable).

#### b. SALN Review and Compliance Committee

##### 1. Main Campus

Chairperson: Chief Administrative Officer-Administrative Division

Members: HRMO

Records Officer





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## 2. Medical Center

Chairperson: Chief Administrative Officer-Administrative Division

Members: HRMO

Records Officer

## 3. Satellite Campus

Chairperson: The Highest Ranking Administrative Officer

Members: HRMO

Records Officer

### c. Duties and Responsibilities of the Committee

The Committee shall receive, through the Administrative Office the SALN and evaluate if the same has been submitted on time, accomplished completely and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

A consolidated list of SALN filers and non-filers shall be submitted to the Office of the Ombudsman (OBM) and Civil Service Commission (CSC) on or before April 30 of every year.

### d. Ministerial Duty of the President to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the 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 three (3) days from receipt of 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, the corrected SALN, must be declared or reflected in the next submission of SALN.

### e. Sanctions

1. **Public Officials and Employees.** Any of the following acts shall constitute a violation of Section 8 of R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and **dismissal** from the service for the second offense:

- a. Failure of an official or employee to submit his/her SALN in accordance with the guidelines; and
- b. Failure to disclose or mis-declaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN.

2. An administrative proceedings shall be conducted if the evidence so warrant pursuant to the 2017 Rules of Administrative Cases in the Civil Service (RACCS).





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3. **Head of Agency.** Any head of agency who shall fail to comply with CSC Memorandum Circular 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 by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

#### IV. REPEALING CLAUSE

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

#### V. SEPERABILITY CLAUSE

Unless expressly repealed or superseded, any part or provision in this Memorandum Circular which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/ other provisions not affected thereby shall remain force and effect.

#### VI. REFERENCES

1. Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees
2. CSC Memorandum Circular No. 10, series of 2006
3. CSC Resolution NO. 1300455 dated March 4, 2013
4. CSC Memorandum Circular No. 3, series of 2015

#### VII. EFFECTIVITY

These guidelines shall take effect immediately and shall remain in full force and effect unless sooner revoke or repealed.

Prepared by:

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Chief Administrative Officer

Recommending Approval:

**BOBBY D. GERARDO, Ph. D.**

Vice President for Administration and Finance

Approved:

**LUIS M. SOROLLA, JR., Ph. D., CSEE**

SUC President IV