



West Visayas State University

(Formerly Iloilo Normal School)
Luna St., La Paz, Iloilo City 5000
Iloilo, Philippines

* Trunkline: (063) (033) 320-0870 to 78 * Telefax No.: (033) 320-0879
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OFFICE OF THE PRESIDENT

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

Under 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 Networth (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

1. Filing and Submission of SALN

All WVSU employees, except those who serve in an honorary capacity, laborers, and casual or temporary workers, shall file three (3) copies under oath of 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 SALNs. Any information not applicable, the employee should indicate in the space N/A (not applicable).



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IV. AUTHORIZED WVSU PERSONNEL TO REVIEW THE SUBMITTED SALN

A. SALN Review and Compliance Committee

1. Main Campus

Chairperson: Chief Administrative Officer-Administrative Division
Members: HRMO
Records Officer
Secretariat: Administrative Division Staff

2. Medical Center

Chairperson: Chief Administrative Officer-Administrative Division
Members: HRMO
Records Officer
Secretariat: Administrative Division Staff

3. Satellite Campus

Chairperson: The Highest-Ranking Administrative Officer
Members: HRMO
Records Officer
Secretariat: Administrative Office

B. 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 an 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.

V. 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 a 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.



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VI. 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, in relation to Section 50 Rule 10 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), paragraph D, sub-paragraph 8, failure to file sworn SALN 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 shall be a ground for disciplinary action 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. In such case, the University President shall issue a show-cause order directing the WVSU official or personnel concerned to submit his/her counter-affidavit within five (5) days upon receipt of the said order. Should the concerned official or personnel fail to submit a counter-affidavit within the reglementary period, administrative proceedings shall be conducted according to the provision of the 2017 RACCS.

2. Head of Agency. Any head of the agency who shall fail to comply with CSC Memorandum Circular No. 10, s. 2006, concerning 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.

VII. REPEALING CLAUSE

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

VIII. SEPARABILITY 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 in force and effect.

IX. 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



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X. EFFECTIVITY

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

Prepared by:

A handwritten signature in blue ink, appearing to read "Julius B. Undar".

JULIUS B. UNДАР
Chief Administrative Officer

Recommending Approval:

A handwritten signature in blue ink, appearing to read "Porferio J. Barlas, Jr.".

PORFERIO J. BARLAS, JR., PhD
Vice President for Administration and Finance

Approved:

A handwritten signature in blue ink, appearing to read "Josecito F. Villaruz".

JOSELITO F. VILLARUZ, MD, PhD, FPPS
SUC President IV