

RSU REVIEW AND COMPLIANCE GUIDELINES AND PROCEDURE FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND FINANCIAL DISCLOSURES

WHEREAS, Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolutions Nos. 1300455 and 1500088 require the establishment and conduct of an agency review and compliance procedure for the submission of Statement of Assets, Liabilities and Net Worth (SALN);

WHEREAS, the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems issued on May 28, 2018 Memorandum Circular No. 2018-1 establishing the guidelines on the grant of the Performance-Based Bonus (PBB) for Fiscal Year 2018 under Executive Order No. 80 series of 2012 and Executive Order No. 261 series of 2016;

WHEREAS, item 6.5a of the aforesaid circular sets the establishment and conduct of Agency Review and Compliance Procedure for the submission of SALN as one of the cross-cutting requirements for agencies to be entitled to PBB for 2018 and the posting of the scanned copy of the subject procedures in the transparency seal page of the agency website not later than 01 October 2018;

WHEREFORE, foregoing premises considered, the Romblon State University hereby adopts the following guidelines with the end-in-view of institutionalizing a standard review and compliance procedure for the submission of SALN, in compliance with Section 10 of RA 6713 and other pertinent laws, to wit:

I. GUIDING PRINCIPLES

PUBLIC OFFICE IS PUBLIC TRUST. Government officials and employees occupy positions vested with public trust. Thus, requiring him/her to put public interest over and above his/her own.

This is well-settled in Section 2 of RA 6713, to wit: "It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest."

STANDARDS OF PERSONAL CONDUCT. Eight norms of conduct have been established for government officials and employees to adhere to as provided for in Section 4 of RA 6713, to wit: "Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties (a) Commitment to public interest, (b) Professionalism, (c) Justness and sincerity, (d) Political neutrality, (e) Responsiveness to the public, (f) Nationalism and patriotism, (g) Commitment to democracy, and (h) Simple living."

TRANSPARENCY AND ACCOUNTABILITY. The primary use of the information on the SALN is to exhibit transparency and accountability.

This is provided for in Section 8 of RA 6713, to wit: "Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, 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."

II. COVERAGE

These guidelines cover all officials and employees of Romblon State University, whether appointive, permanent, co-terminous with the incumbent, co-terminous with the project, and coterminous with the official to be served.

In the interest of administrative efficiency, attached agencies may promulgate their own guidelines establishing a review and compliance procedure for the submission of SALN of the officials and employees under their respective areas of jurisdiction.

Exempted from filing the SALN are those serving on honorary capacity, laborers, and casual/temporary workers (e.g. Job Order staff). However, those holding career positions under temporary status are required to file their SALN.

III. POWERS AND FUNCTIONS OF THE RSU REVIEW AND COMPLIANCE COMMITTEE FOR THE SUBMISSION OF SALN

Review and Compliance Committees for SALN shall be created with the following composition:

Chair	HRMO
Members	Administrative Officers (2)
Support Staff	Administrative Aide (2)

A Secretariat comprised of 3-5 members shall be recommended for approval of the University President to provide technical, administrative and logistical support to the Review and Compliance Committee.

The Review and Compliance Committees shall discharge the following powers and functions:

1. Establish standard procedures for the review of the statements whether they are submitted on time, completely filled-out and accomplished in proper form.
2. In the event that a determination is made that a statement is not so filed, the Committee shall inform the reporting individual and direct him/her to take the necessary corrective action.
3. The designated Committee shall have the power, to render any opinion interpreting Republic Act 6713, in writing, to persons covered by it, subject in each instance to the approval of the top management.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after the issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in Republic Act 6713.

Forward to the disciplining authority, cases wherein actions of bad faith are found.

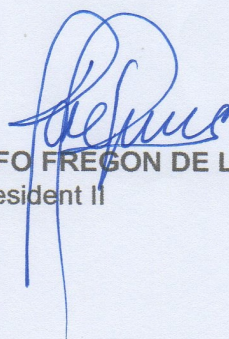
4. Cascade the RSU Review and Compliance Procedure used by the Review and Compliance Committee to all RSU employees.
5. Ensure that a scanned copy of the RSU Review and Compliance Procedure is uploaded in the Transparency Seal page of the RSU website not later than the deadline set every year by the Inter-Agency Task Force on Harmonization of National Government Performance Monitoring, Information and Reporting Systems.
6. Submit to the concerned office the duly accomplished and reviewed SALN Forms with certification that the same have been filed completely and on time and using the proper forms.

IV. STANDARD PROCEDURES

The process flow outlined in Annex 'A' below shall be used by the Committee in reviewing compliance of the duly accomplished SALN Forms.

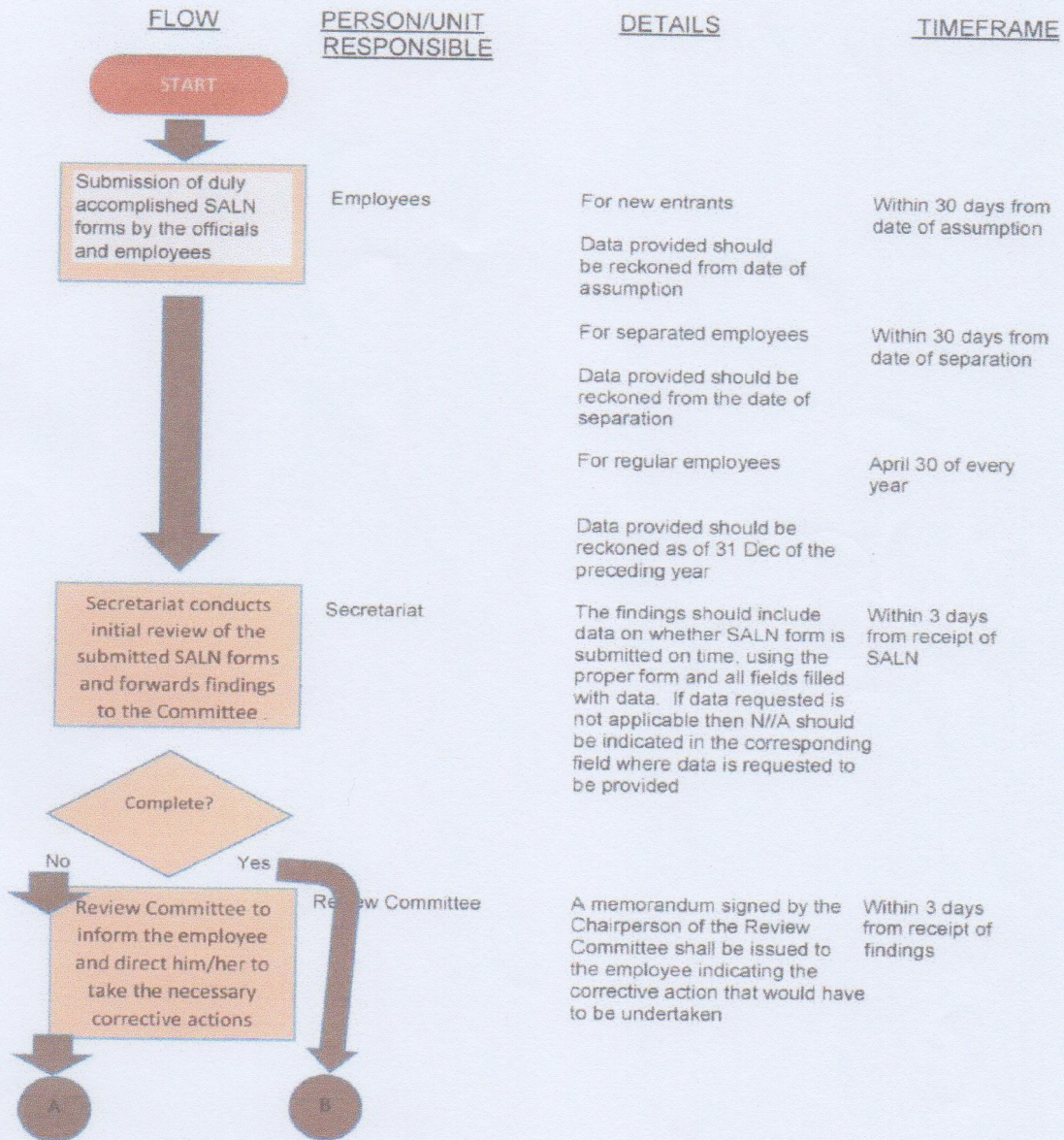
V. EFFECTIVITY

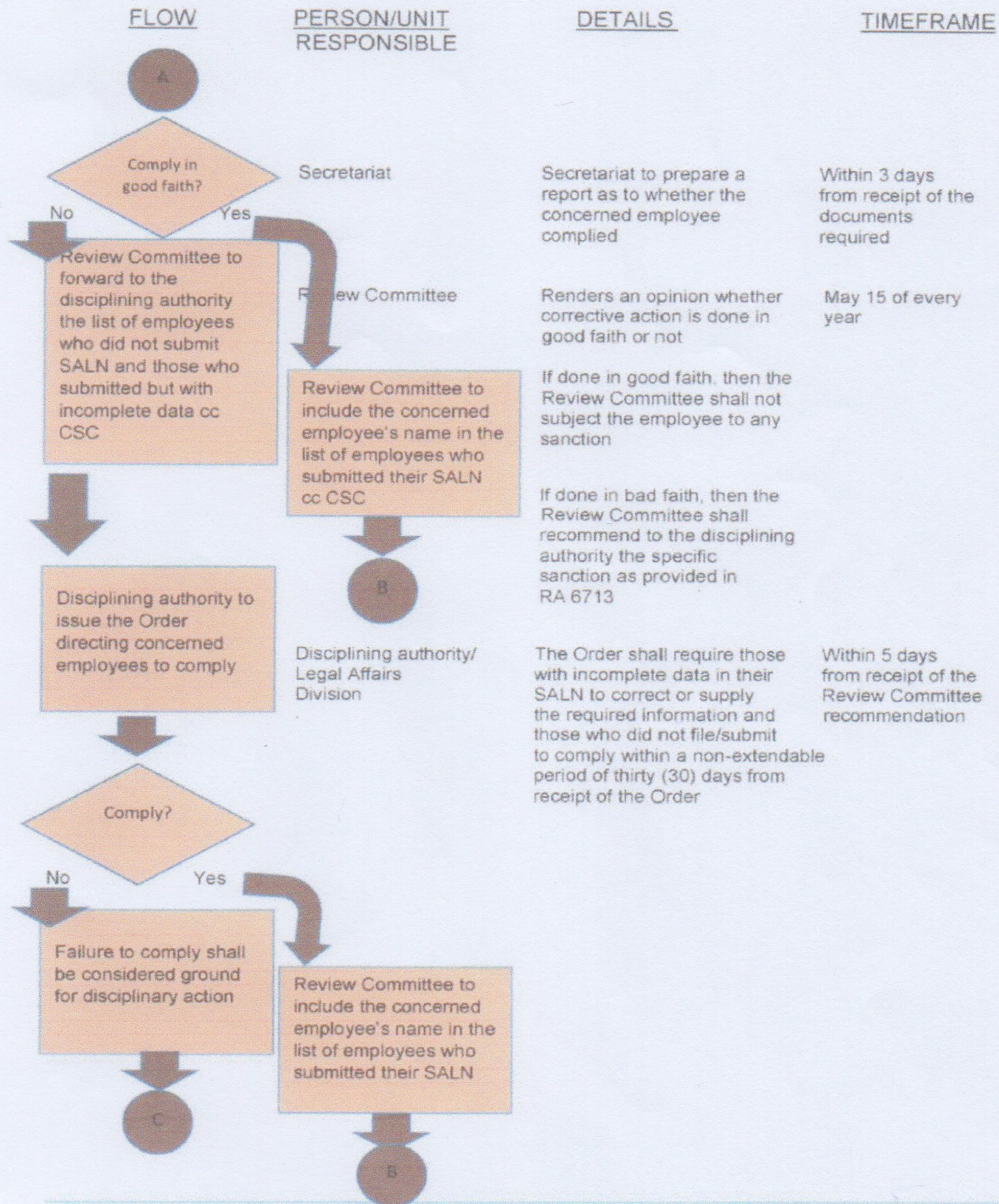
The guidelines shall take effect immediately.


ARNULFO FREGON DE LUNA, Ph.D.
SUC President II

ANNEX "A"

PROCESS FLOW





FLOW	PERSON/UNIT RESPONSIBLE	DETAILS	TIMEFRAME
	Review Committee	<p>Transmit all original copies of the SALN received to the concerned office together with the digital copies</p> <p>A final summary of filers shall be attached listed in alphabetical order</p> <p>A final summary of non-filers shall also be attached listed in alphabetical order</p> <p>Finally, a final summary of those who filed but with incomplete data or filed but used the wrong form shall be attached</p>	June 30 of every year
	Disciplining authority	<p>The disciplining authority 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 administrative proceedings</p> <p>Penalties:</p> <p>First offense-Suspension of one (1) month and one (1) days to six (6) months</p> <p>Second offense-Dismissal from the service</p>	Within 5 days from the lapse of the 30-day grace period