



ROMBLON STATE UNIVERSITY

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OFFICE OF THE UNIVERSITY PRESIDENT

MEMORANDUM

No. 019, s. 2022

TO : MR. RAY JOSEPH G. INOCENCIO, Assistant Professor III, Chair
MS. SHIELA BUEN F. SERVAÑEZ, Accountant I, Member
MS. DAVY ROSE F. FALCESO, Administrative Assistant III, Member
MARICAR G. FALOGME, Support Staff
KATHERINE F. CORTEZ, Support Staff
MARIBEL G. FERRERA, Support Staff

FROM :  MERIAN P. CATAJAY-MANI, Ed.D., CESE
University President

SUBJECT : CONSTITUTION OF THE 2018 SALN REVIEW AND COMPLIANCE COMMITTEE

DATE : February 22, 2022

Pursuant to Section 10 of RA No. 6713 and CSC Resolution Nos. 1300455 and 1500088, you are hereby constituted as the **Review and Compliance Committee for the 2021 Statement of Assets, Liabilities and Net Worth (SALN)** of Romblon State University employees with **MR. RAY JOSEPH G. INOCENCIO** as Chair:

Your functions shall include the following:

1. Evaluation of submitted SALN forms to determine whether said statements have been properly accomplished.
 - a. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer.
 - b. Items not applicable to the filer should be marked with N/A (Not Applicable)
2. Submission of the following lists of employees in alphabetical order:
 - a. those who filed their SALNs with complete data;
 - b. those who filed their SALNs with incomplete data; and
 - c. those who did not file their SALNs.

Please submit the above lists to the University President on or before 15 April 2020.

3. Preparation of the Compliance Order for employees covered by No. 2b and 2c above.

Attached is our **Agency Review and Compliance Procedure and Guidelines for SALN and Financial Disclosures** consistent with the aforementioned laws and policies.

For information and strict compliance.

Copy furnished:

All Concerned
Director, Planning and Development Office
Records Officer
File

2022/OP/MPCM/HRMO/hfd



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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. 2021-1 Guidelines on the grant of the Performance-Based Bonus (PBB) for Fiscal Year 2021 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 2021 and the posting of the scanned copy of the subject procedures in the transparency seal page of the agency website not later than February 28, 2022;

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 RSU Review and Compliance Guidelines and Procedure for SALN Submission 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	Assistant Professor III
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. RSU Review and Compliance Guidelines and Procedure for SALN Submission

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.


MERIAN P. CATAJAY-MANI, Ed.D. CESE
University President