



Republic of the Philippines
Bulacan State University
City of Malolos, Bulacan
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OFFICE OF THE PRESIDENT

I. RATIONALE

The 1987 Constitution of the Republic of the Philippines requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN).

Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees RA No. 6713, and CSC Resolution Nos. 1300455 and 150088, government agencies shall formulate guidelines particularly the **"Establishment and Conduct of Agency Review and Compliance Procedure of SALN"** and identifies the appropriate office or agency where particular officers and employees should file their SALNs.

Further, CSC Resolution No. 1300455 states that every office/agency shall have a Review and Compliance Committee.

Hence, the following guidelines are hereby adopted by the Bulacan State University.

II. GUIDELINES

Filing and Submission of SALN

1. All plantilla position employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office (HRMO), thus:

1.1. Within thirty (30) days after assumption to duty, statements of which must be reckoned as of his/her first day of office/assumption to duty;

1.2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of preceding year;

1.3. Within thirty (30) days after separation from service, statements of which must be reckoned as of his/her last day of office.

2. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable shall be marked N/A (Not Applicable).

III. DUTIES AND RESPONSIBILITIES

Establishment and Conduct of Agency Review and Compliance Procedure of SALN pursuant to CSC MC No. 10,s 2006.

1. Evaluate the filled-up SALN forms submitted by BuISU Employees to determine the timeliness of submission and the completeness of the information required using the official form;
2. Prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
 - a. those who filed their SALNs with complete data.
 - b. those who filed their SALNs with incomplete data.
 - c. those who did not file their SALNs.
3. Transmit all original copies of the SALNs to the office of the Ombudsman on or before 30 June of every year in alphabetical order;
4. Resolves issues pertaining to compliance with the submission and filing of SALNs by all BuISU employees;
5. Perform such other functions as may be necessary to ensure compliance by BuISU with all SALN related concerns.

IV. MINISTERIAL DUTY OF THE HEAD OF OFFICE TO ISSUE COMPLIANCE ORDER

Within five (5) days from receipt of the aforementioned list and recommendations, it shall be the ministerial duty of the Head of Office 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 SALN to comply within a non-extendible period of thirty (30) days from receipt of the said Order (Section 3, CSC MC NO. 3, s. 2013).

V. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW CAUSE ORDER

1. Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Item IV shall be ground for disciplinary action.

2. The Chairperson shall issue 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 the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service. The offense of failure to file SALN is punishable with the following penalties:

First Offense – Suspension of one (1) month and one (1) day to six (6) months.

Second Offense – Dismissal from the service

3. Heads of agency/office who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended by, 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.

VI. ACCESSIBILITY OF SALNS

Accomplished SALNs of BuISU officials and employees shall be made available to the public subject to the rules and regulations under the data privacy act.

VII. EFFECTIVITY

This policy guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

C. Navasero-Gascon

CECILIA S. NAVASERO-GASCON, Ph.D.
SUC President III

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[Signature]



Republic of the Philippines
Bulacan State University
City of Malolos

CERTIFICATE OF COMPLIANCE
SALN Submission/Filing

This certifies that the Bulacan State University fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2017

This also attests that all submissions of the agency concerned has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connection and Business Interests
- f. Relatives in the Government

This further certifies that out of 795 employees qualified for PBB under the 2013 PBIS Guidelines, 793 employees have completed and filed their CY 2017 SALN as reflected below:

OFFICE	No. of employees per unit	No. of employees with duly accomplished and submitted SALN per Unit	Percentage of Compliance
Accounting	9	9	100%
Budget	3	3	100%
BulSU Restaurant	1	1	100%
Bustos Campus Office	6	6	100%
Canteen	1	1	100%
CAO Office	1	1	100%
CAO-Admin	1	1	100%
CAO-Finance	1	1	100%
Cashier	5	5	100%
Clinic	5	5	100%
Community Affairs	1	1	100%
Driver	5	5	100%
ESO	1	1	100%
FMMO	19	19	100%
Hostel	1	1	100%

HRMO-Payroll Unit	3	3	100%
HRMO-RSA Unit	2	2	100%
Librarian	2	2	100%
MIS	2	2	100%
Office of the President	5	5	100%
OSD	1	1	100%
Procurement	4	4	100%
Records Office	2	2	100%
Registrar	8	8	100%
Supply Office	5	5	100%
VP for Academic Affairs	1	1	100%
VP for Finance, Administration and Resource Generation	1	1	100%
VP for Executive Operations	1	1	100%
VP for Research, Extension Training	1	1	100%
CAFA Faculty	20	20	100%
CAL Faculty	38	38	100%
CBA Faculty	20	20	100%
CCJE Faculty	7	7	100%
CHTM Faculty	32	32	100%
CICT Faculty	52	51	98.08%
CIT Faculty	59	59	100%
COE Faculty	85	85	100%
COED Faculty	76	76	100%
CON Faculty	25	24	96%
CS Faculty	66	66	100%
CSER Faculty	19	19	100%
CSSP Faculty	48	48	100%
BUSTOS Campus Faculty	56	56	100%
MENESES Faculty	27	27	100%
HAGONOY CAMPUS Faculty	14	14	100%
SARMIENTO CAMPUS Faculty	53	53	100%
TOTAL	795	793	99.74%

Total number of employees with SALN 793

Total number of employees without SALN 2*

total no of employees 795

* (2) AWOL

This agency has forwarded/filed all SALNs with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials; etc.), in accordance with RA 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signature on the 28th day of September, 2018 at City of Malolos, Bulacan, Philippines.

Edgardo M. Santos

EDGARDO M. SANTOS, Ph.D.
Vice President for Academic Affairs

Cecilia N. Gascon

CECILIA N. GASCON, Ph.D.
University President