



# J.H. CERILLES STATE COLLEGE

Mati, San Miguel, Zamboanga del Sur

## SALN REVIEW AND COMPLIANCE COMMITTEE INTERNAL GUIDELINES

The J.H. Cerilles State College ensures that all its plantilla personnel comply with the requirement for filing the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business interest and Financial Connections as embodied in the 1987 Constitution of the Republic of the Philippines which requires every public officer and employee to accomplish and submit upon assumption of officer and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth and financial and business interests including those of their spouse and unmarried children below eighteen (18) years of age living in their households.

### I. Objectives

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of J.H. Cerilles State College (JHCSC) officials and employees pursuant to existing laws and pertinent CSC issuances.

### II. Guidelines

#### 1. Filing and Submission of SALN

- a. All JHCSC plantilla employees shall file under oath their SALN and Disclosure of Business interest and Financial Connections with the Human Resource Management Office (HRMO), to wit:
  - 1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of her/his first day of office;
  - 2) On or before March 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  - 3) Within thirty (30) days after separation from the service, statements of which must be reckoned as of her/his last day of office
- b. The declarant is strictly required to fill in all applicable information and/or, make a true and detailed statement in the SALNs. Items not applicable should be marked N/A (not applicable).
- c. In case of joint filing, the declarant and her/his spouse shall sign in the spaces provided for just below of the certification.
- d. Filling up of the Form may be handwritten, computerized or typewritten provided the signature of the declarant is original.

## **2. Review and Compliance Committee (RCC)**

The College President shall appoint a RCC composed of One (1) Chairman and two (2) members who shall undertake the following duties and responsibilities.

- a. Receive, through the HRMO, SALN submissions;
- b. Review and evaluate if the same has been submitted on time, complete and in proper form;
- c. Render opinion interpreting the provisions on review and compliance procedure in the filing thereof.
- d. Prepare a list of the following employees, in alphabetical order, to be submitted to the College President copy furnished the Civil Service Commission on or before April 15 of every year:
  - 1) Those who filed their SALNs with complete data;
  - 2) Those who filed their SALNs but with incomplete data; and
  - 3) Those who did not file their SALNs.

## **3. Review Process**

Upon receipt of the accomplished SALN forms, the RCC shall evaluate the same within seven (7) days to determine the compliance with the following:

- 1) The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable";
- 2) A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks;
- 3) In case of the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN;
- 4) Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages;
- 5) Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.

## **4. Duties of the College President**

The ministerial duty of the College President are as follows:

- a. Issue memorandum with the attached SALN form directing all plantilla employees to file and submit their SALN;
- b. Create and form the RCC;
- c. Administer oath or delegate the authority to administer oath with regards to SALN form to the Chief Administrative Officer.
- d. Immediately upon receipt of the aforementioned list and recommendation from RCC, issue a compliance 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 thirty (30) days from receipt of said order.

- e. Transmit, through the HRMO, all original and digitized copies of the SALNs received to the concerned agencies (i.e. CSC and Office of the Deputy Ombudsman) on or before April 30 of every year. S/he shall also issue a certification on the authenticity of the digitized SALNs.

**5. Sanction for failure to comply**

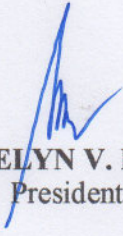
Failure of an employee to correct/submit his/her SALN in accordance with the procedure and period shall be dealt with in accordance with Section 4 of CSC MC No.3 dated 24 January 2013.

**6. Accessibility of SALNs**

Accomplished SALNs of JHCSC employees shall be made available to the public subject to the rules and regulations under the Data Privacy Act.

**III. Effectivity**

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

  
**MARY JOCELYN V. BATTUNG, Ph.D.**  
President 