



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
Tacloban City  
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May 16, 2018

**MEMORANDUM ORDER**  
NO. 01, series of 2018

**SUBJECT: GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH**

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Pursuant to the pertinent provisions of the 1987 Philippine Constitution, Section 12 of Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees, CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections", CSC Resolution Number 1300455 dated March 4, 2013 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN), AND the following guidelines in the review and compliance procedures in the filing and submission of Statement of Assets, Liabilities and Networth is hereby adopted.

**RULE I**  
**RATIONALE**

Section 1. All government employees, teaching or non-teaching, with plantilla position, are mandated to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their statement of assets, liabilities and networth (SALN). This is because the public has the right to know their assets, liabilities, networth, financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households. In compliance with said mandate, there is a need to have a SALN Review and Compliance Procedure to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and in proper form.

**RULE II**  
**COVERAGE**

Section 1. This Memorandum Order applies to the entire Eastern Visayas State University System and shall cover all Personnel (Teaching and Non-teaching) with plantilla position.

**RULE III**  
**GUIDELINES AND PROCEDURES**

**Section 1. Filing and Submission of SALN**

All Personnel (Teaching and Non-teaching) with plantilla position shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management and Development Office (HRMDO), to wit:

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

- b. On or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year;
- c. Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office:

**Section 2. True and Detailed Statement in SALN**

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

**Section 3. Person authorized to review and evaluate the submitted SALN**

There shall be a designated Review and Compliance Committee to receive, through the HRMDO and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provision on review and compliance procedure in the filing thereof. The Review and Compliance Committee shall be composed of the following:

- Vice-President for Administration & Finance – Chairperson
- Director, Administrative Services - Member
- Head, Human Resource Management  
and Development Office - Member

**Section 4. Duties of the Review and Compliance Committee -**

The Review and Compliance Committee shall prepare a list of the following faculty members/employees in alphabetical order to be submitted to the University President, 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 but with incomplete data, and
- c. Those who did not file their SALNs.

**Section 4. Ministerial Duty of the University President to issue Compliance Order**

Immediately after the receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the University 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, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

**Section 5. Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure to correct/submit his/her SALN in accordance with the herein procedure and within the given period shall be a ground for disciplinary action. The University President shall issue a show-cause order directing the concerned employee/faculty member 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 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1<sup>st</sup> offense – Suspension for one (1) month and one (1) day to six (6) months

2<sup>nd</sup> offense – Dismissal from the service

**Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30**

The HRMDO shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

**RULE IV  
REPEALING CLAUSE**

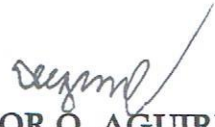
All previous issuances inconsistent with this Memorandum Circular are deemed repealed or modified accordingly.

**RULE V  
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/s, other provisions not affected thereby shall remain force and effect.

**RULE VI  
EFFECTIVITY**

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

  
**DOMINADOR O. AGUIRRE, JR., DM**  
University President

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Vice-Presidents  
Deans  
Campus Directors  
Heads of Academic Departments  
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