



Republic of the Philippines
BULACAN AGRICULTURAL STATE COLLEGE
Pinaod, San Ildefonso, Bulacan, Philippines 3010
Office of the President

Memorandum Order No. 030-A Series
of 2021

January 08, 2021


To **All Vice Presidents**
 All Deans
 All Directors
 All other concerned Faculty and Employees

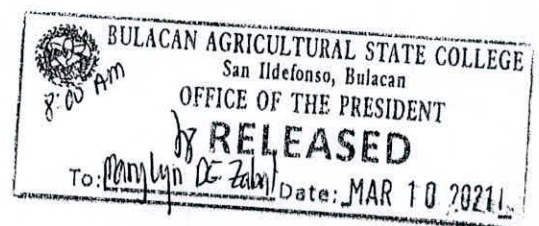
Subject **Review and Compliance Procedure of SALN**

You are hereby informed on the constitution of the Review and Compliance Committee which will ensure that the Statements of Assets, Liabilities and Net Worth (SALN) of all BASC Personnel complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and CSC MC No. 10 series of 2006 and their Implementing Rules and Regulation.

Attached herewith is the Review and Compliance Procedure that will be used by the College.

Please be guided accordingly.


JAMESON H. TAN, EdD
President





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

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 in 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. SCOPE OF THE REVIEW

All SALNs of permanent and temporary personnel of the BASC shall be covered by the review as hereinafter set forth.

III. THE SALN REVIEW AND COMPLIANCE COMMITTEE

Pursuant to the College President's Memorandum No. 01-A, series of 2021 issued on 08 January 2021, the following composed the SALN Review and Compliance Committee:

Chair **DR. RONALD REAGAN T. ALONZO**

VP for Administration and Finance

Members : **Mrs. ALICIA B. ALBA**

Director, HRMO

Mr. ROBERT A. CAPALAD

President, BASCFEA (Representative, Faculty)

Mrs. JULIET C. GIRON

Vice President, BASCFEA (Representative, Employees)



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Per the said Memorandum, the said chairperson and members have the following duties and responsibilities:

1. Ensure that all submission of the College have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act No. 6713 and its Implementing Rules and Regulations;
2. Determine the employees who have completed and filed their SALN; and
3. Certify the compliance of the College on the submission of SALN as per the Performance-Based Bonus implementing guidelines.

IV. STANDARD PROCEDURES

The SALN Review and Compliance Committee shall adhere to the following standard procedures:

A. Filing and Submission of SALN on Time and to the Proper Official

1. All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office, 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, statements of which must be reckoned as of the end of the preceding year; and
 - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;

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)

2. Upon receiving the SALN forms, the HRMO shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).
3. Thereafter, the SALNs shall be transmitted to the SALN Review and Compliance Committee for its review. The Committee through the HRMO shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:



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- a. Those who filed their SALN's with complete data;
- b. Those who filed their SALN's but with incomplete data; and
- c. Those who did not file their SALNs.

The Committee shall then transmit the foregoing, together with a certification that the SALNs were reviewed pursuant to prescribed rules, to the College President.

4. Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the College 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-extendible period of thirty (3) days from receipt of the said Order.

B. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30 every year

The College, through the HRMO shall transmit all the SALN's received to the concerned agencies (i.e. Office of the Deputy Ombudsman for Luzon) on or before June 30 every year (original and digitized copies). A certification from the College President on the authenticities of the digitized SALN submitted to the Office of the Deputy Ombudsman shall also be submitted. The CSC must also be copy furnished.

