



Republic of the Philippines  
**TARLAC STATE UNIVERSITY**  
**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**  
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Tarlac State University  
 Records Management Unit No. 1186  
 By *[Signature]* Date SEP 27 2019  
 8:34  
 September 26, 2019

**Office Memorandum Order**  
 No. ~~19~~<sup>18</sup>, s. 2019

**TO : ALL PLANTILLA TEACHING AND NON-TEACHING PERSONNEL**

**SUBJECT : REITERATION OF TSU REVIEW AND COMPLIANCE  
 PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT  
 OF ASSETS, LIABILITIES AND NETWORTH (SALN)**

This is to reiterate TSU Administrative Order No. 54, s. 2018 dated September 28, 2018, the University's guideline in the submission, review and filing of Statement of Assets, Liabilities and Networth (SALN) in compliance to R.A. No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and CSC MC No. 10, s. 2006 as amended by CSC MC No. 3, s. 2013.

Please see attached Administrative Order for your guidance.

Thank you.

*[Signature]*  
**MARLON C. DELA CRUZ**  
 Director of HRDM Office/  
 Chairperson of SALN Review and Compliance Committee

Noted by:

*[Signature]*  
**DR. GLENARD T. MADRIAGA**  
 VP for Admin. & Finance

*[Signature]*  
 FOR DMS

9:04  
 Dms

2:55



Republic of the Philippines  
**TARLAC STATE UNIVERSITY**  
**OFFICE OF THE PRESIDENT**

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**TSU Administrative Order**

No. 54, s. 2018  
September 28, 2018

**TARLAC STATE UNIVERSITY**  
**REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF**  
**STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)**

**OBJECTIVE**

As stated in the Constitution of the Republic of the Philippines, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and CSC MC No. 10, s. 2006 amended by CSC MC No. 3, s. 2013, all government officers and employees are required 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. Pursuant to this, the following review and compliance procedure shall serve as a guideline for employees in the submission of their SALN.

**COVERAGE**

This guideline shall cover All Teaching and Non-Teaching Personnel of the University with Plantilla items regardless of employment status.

**GUIDELINES**

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

1. All Teaching and Non-Teaching Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Development and Management Office (HRDMO), to wit:
  - a. Within thirty (30) days after assumption of position in the office, declarations of which must be reckoned as of his/her first day of office;
  - b. On or before April 30 of every year thereafter declarations of which must be reckoned as of the end of the preceding year;
  - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
2. All employees are strictly required to fill in all applicable information needed in the forms, and all information shown must be true and supported by detailed statement of their SALNs. Items not applicable should be marked N/A (Not Applicable).

## **Section 2. Authorized Persons to Review, Evaluate and Verify the Filed SALN**

As per TSU Administrative Order No. 23, s. 2018 pursuant to CSC MC No. 10, s. 2006 amended by CSC MC No. 3, s. 2013, the Director of the HRDMO as the Chairperson, Director of Administrative Services Office, and Director of Finance as members shall serve as the SALN Review and Compliance Committee.

## **Section 3. Duties of the Review and Compliance Committee**

The SALN Review and Compliance Committee through the HRDMO shall evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof. If the same is not properly filed, they are required to inform the reporting individual and direct him/her to take the necessary corrective action.

The Review and Compliance Committee shall prepare a list of the following employees in alphabetical order to be given to the University President and furnish a copy to the Civil Service Commission on or before May 15 of every year:

- a. Employees who filed their SALNs with complete data;
- b. Employees who filed their SALNs but with incomplete data, and
- c. Employees who did not file their SALNs.

## **Section 4. Ministerial Duty of the President to Issue a Compliance Order for Certain Issues**

Within five (5) days from 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 thirty (30) days from receipt of the 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 comply with the procedure, either not correcting the declaration for incorrect entries or not providing the needed information within the given period of compliance to the issued order shall be considered as grounds for disciplinary action. The University President shall thereby issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit, and if the evidence so warrants, the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service shall follow.

The offense for failure to file SALN are as stated:

- 1st offense -- Suspension for one (1) month and one (1) day to six (6) months  
2nd offense -- Dismissal from the service/Separation from the University.

## **Section 6. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30.**

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

**REPEALING CLAUSE**

All prior issuances released inconsistent with these Administrative Order are considered revoked or modified accordingly relative thereof.

**SEPARABILITY CLAUSE**

Release of subsequent issuance/s indicating any part of, or the provision itself which is reflected as invalid, ineffective, or inconsistent, other provisions are not affected thereby shall remain in force and effect.

**EFFECTIVITY**

These guidelines shall govern the filing and submission of the SALN by all concerned University officials and employees. This Administrative Order shall take effect immediately subsequent to the issuance and shall remain in force unless revoked/rescind, cancelled or superseded by a later issuance.

*Mall.*  
**DR. MYRNA Q. MALLARI**  
*University President*  
*HP*