



Carlos Hilado Memorial State College

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay Campus

To be a leading GREEN institution of higher learning in the global community by 2030
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)

GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS AND FINANCIAL CONNECTIONS

I. OBJECTIVE

Pursuant to Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolution Nos. 1300455 and 1500088, all public officials and employees are mandated to accomplish and file under oath their Statement of Assets, Liabilities and Networth (SALN) and disclosure of business interests and financial connections, including those of their spouses and unmarried children under eighteen (18) years of age living in their household.

II. SCOPE

All plantilla-based personnel of Carlos Hilado Memorial State College regardless of employment status.

III. PROCEDURES

Section 1. Filing and Submission of SALN on time and to the Proper Officials

- a. All public officials and employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Human Resource Management Officer, to wit:
 1. Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of service;
 2. On or before March 26 of every year thereafter, statement of which must be reckoned as of the end of the preceding year; and
 3. Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office.

All employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SLANs





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Section 2. SALN Review and Compliance Committee

Chairperson: Mrs. Rosalinda S. Tuvilla
Vice President for Administration and Finance

Members: Mrs. Viola D. Mongcal, Human Resource Mancement Officer
Mrs. Melanie G. Cantor, Administrative Officer V – Binalbagan Campus

Section 3. Duties and Responsibilities of the Committee

The committee through the Human Resource Management Officer, shall receive the SALN and evaluate if the same has been submitted on time, accomplished completely and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

After review, a consolidated list of SALN filers and non-filers shall be submitted to the Office of the President who will certify under oath the complete submission of SALN and submit the same to the Office of the Ombudsman (OBM) and Civil Service Commission (CSC) on or before April 30 of every year.

Section 4. Ministerial Duty of the President

It shall be the ministerial duty of the President to issue an order requiring those who have not file/submit their SALNs to comply within a non-extendable the desired information and those who did not file/submit their SLANs to comply within an non-extendable period of three (3) days from receipt of the said order, immediately upon receipt of the list and recommendation of the Committee.

Assets and properties acquired, donated or transferred for a particular year but were declared on their SALN for that year, must be declared or reflected in the next submission of SALN.

Section 5. Sanction for Failure to Comply

Failure of and employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to these guidelines shall be a ground for disciplinary action. The Head of the Agency shall issue a show-cause order directing the employee concerned to submit his/her comment or counter-affidavit; and if the evidence _ warrants, proceed with the conduct of the administrative proceedings pursuant to the Rules on Administrative Cases in the Civil Service (2017 RACCS). The offense of failure to file SALN is punishable under Section 50, (D) (8) of 2017 RACCS with the following penalties:

1st Offense: Suspension of one (1) month and one (1) day to six (6) months

2nd Offense : Dismissal from service





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Any head of Agency who shall fail to comply with CSC Memorandum Circular No. 10, S. 2006, relative to the Review and Compliance Procedure in the Filing and submission of SALN 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 service for the second offense.

IV. REPEALING ISSUE

All previous memoranda inconsistent herewith are deemed repealed or modified accordingly.

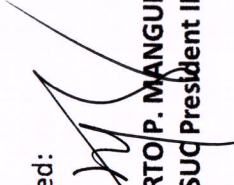
V. SEPARABILITY CLAUSE

Unless expressly repealed or suspended, any part or provision in this Memorandum Circular which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/other provisions not affected thereby shall remain in force and effect.

VI. REFERENCES

1. Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees
2. CSC Memorandum Circular No. 10, series of 2006
3. CSC Resolution No. 1300455 dated March 4, 2013
4. CSC Memorandum Circular No 3, series of 2015

Approved:


NORBERTO P. MANGULABNAN, PhD.
SUC President III





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AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT AND FINANCIAL DISCLOSURE

- 1. Objective**
 - 1.1 To provide guidelines in filing, review and submission of Statement of Assets, Liabilities and Net worth (SALN) of Carlos Hilado Memorial State College Faculty and Staff in accordance with existing rules and regulation.
- 2. Scope**
 - 2.1 This process covers all Permanent Teaching and Non-Teaching Personnel of the Carlos Hilado Memorial State College System.
- 3. Reference Documents**
 - 3.1 Statement of Assets, Liabilities and Net worth (SALN) Form

4. Operational Procedure

Step. No.	Step/Flow	Details	Responsible Person	Reference/Interface
01	Start	Start		
02	Prepare Memorandum	Prepares Memorandum Subject: Submission of SALN	College President	Memorandum
03	Creates SALN Review	Creates SALN Review Committee	College President	Memorandum
04	Review submitted SALN	Convenes on a specified date to review the submitted SALN of the College Faculty and Staff	SALN Review Committee	SALN
05	Recheck submitted SALN	Confirms the (accuracy/veracity) of submitted SALN	HRMO	SALN
06	Prepare report	Prepares report on submitted SALN	HRMO	SALN
07	Scan submitted SALN	Scans submitted and reviewed SALN for Submission	HRMO	SALN
08	Submit SALN	Submits SALN to the Office of Ombudsman	HRMO	SALN
09	End	End		

Prepared by:	Reviewed by:	Approved by:
 VIOLA D. MONGSCAL Human Resource Management Office III	 ROSALINDA S. TUVILLA Vice President for Administration & Finance	 NORBERTO P. MANGULABNAN SUC President III

