



REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

ACTIVITY	PROCEDURE
Start	
Issue Memorandum on the submission of SALN	The Office of the University President will Issue Memorandum order on the submission of SALN to be prepared in three (3) copies with the prescribed deadline and it will be dessiminated system wide.
Receive and evaluate SALN	Receives SALN submitted by the campuses; Tandag, Cantilan, Lianga, Tagbina, San Miguel and Cagwait. Evaluate the documents submitted per CSC guidelines. Check for the completeness of entries/ data, to wit; <ul style="list-style-type: none">• Declarant basic information• Declarants Assets<ul style="list-style-type: none">• Real Properties (Description, Kind, exact Location)• Personal Properties• Declarants Liabilities• Declarants Networth computation• Declarants Business Interest and Financial Connections• Declarants Relatives in the government service• Declarants Signature and his/her spouse (if applicable)• Mark with N/A for items not applicable• Duly signed by Head of agency and or Notarized.
<p>Are Information complete and compliant with CSC guidelines?</p> <p>No</p> <p>Yes</p> <p>Return SALN for revision</p> <p>A</p>	

Certified thru copy from the original

ROEL T. LIM, MPA
AO-V/HRMO

<p style="text-align: center;">A</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Collate SALN's</p> <p style="text-align: center;">↓</p>	<p>Collate SALNs and check if all permanent officials and employees have filed their SALN with the Human Resource Office in the prescribed period.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepare Electronic copy</p> <p style="text-align: center;">↓</p>	<p>Save the PDF copies of the SALN in a CD/Flash drive.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Prepare Transmittal letter</p> <p style="text-align: center;">↓</p>	<p>Prepare transmittal letter to:</p> <p>a. Office of the Malacañang -Records Division (for Head of Agency)</p> <p>b. Office of the Ombudsman - (for rank and file employees)</p> <p>together with the summary list of filers, Certificate of Compliance, Certification of the Head of Agency on the faithful electronic reproduction of original SALNs and alphabetical list of officials and employees who file the SALN.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Submit/ Transmit SALN</p> <p style="text-align: center;">↓</p>	<p>Transmit the SALN of the head of Agency to Records Division, Malacañang via mail.</p> <p>Submit SALN of personnel to the Office of the Ombudsman, Mindanao, including the following:</p> <ul style="list-style-type: none"> • Summary list of Filers (with prescribed form); • Certification of Compliance; • Certification of the Head of Agency on the faithful electronic reproduction of the original SALN; • Soft copy of SALN and the above stated documents.
<p style="text-align: center;">↓</p> <p style="text-align: center;">Compile SALNs and receiving copy of transmittal and</p> <p style="text-align: center;">↓</p>	<p>Retain copies of SALN will be put in employees individual 201 files. File copy of received transmittal and certifications were kept for record purposes and references.</p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>	

Prepared by:

ROEL T. LIM, JD
AOV/HRMO

Certified Correct:

FLORIFE O. URBIZONDO, DPA
VP-Admin and Finance
Chief Administrative Officer
Chairperson, SALN Review and Compliance Committee

Noted by:

BACELEDES R. ESTAL, PhD.
SUC President III

Certified thru copy from the original

ROEL T. LIM, MPA
AO-V/HRMO

By the Authority
of the President

MARIA LADY SOLA SUAZO, PhD
Executive Assistant