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Registration No. 62Q17082
INSTITUTIONAL LEVEL

JOSE RIZAL MEMORIAL STATE UNIVERSITY SALN Review and Compliance Committee Internal Guidelines

1.Objectives

To provide guidelines in the filing, review and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of Jose Rizal Memorial State University (JRMSU) officials and employees pursuant to existing laws and pertinent CSC issuances.

2.0 Functions of Review and Compliance Committee and Secretariat

2.1 The Review and Compliance Committee designated by the University President shall perform the following functions:

2.1.1 review the submitted SALN of JRMSU officials and employees and determine whether these were properly accomplished;

2.1.2 transmit all original copies of the following SALNs on or before June 30 of every year, as follows:

FILER	DISTRIBUTION LIST
University President	Office of the President CSC Field Office JRMSU File Personal File
Other JRMSU Officials Employees	Office of the Ombudsman CSC Field Office JRMSU File Personal File

2.1.3 resolve issues pertaining to compliance with the submission and filing of SALNs by all JRMSU officials and employees;

2.1.4 recommend the procedure to be adopted by the JRMSU in providing public access to the SALN of its officials and employees through consultation process and established best practices; and

2.1.5 perform such other functions as may be necessary to ensure compliance by JRMSU with all SALN related concerns.

2.2 The Secretariat shall assist the Review and Compliance Committee in the conduct of its functions. The delineation of functions of the Secretariat representatives shall be, but not limited to the following:

- **Legal** - recommend actions on issues with legal concerns relative to compliance on the filing of SALN
- **Human Resource Management Officer (HRMO)** - responsible for the receipt, review and transmittal of accomplished SALNs
- **Internal Control (IC)** - in charge of formulating draft guidelines for approval of the RCC and preparing the minutes of meetings

3.0 Issuance of Advisories

3.1 An advisory shall be issued not later than February 1 of every year to set the deadline/s for the annual submission of SALN of all JRMSU officials and employees as of December 31 of the previous year. The advisory shall remind and update all JRMSU officials and employees of the general guidelines and any pertinent changes in CSC rules and regulations in the preparation and submission of SALN.

3.2 The RCC shall issue such other advisory as often as may be necessary.

4.0 Filing of SALN

The duly accomplished SALN shall be submitted at the earliest possible time, but in no case shall be beyond March 31 of every year to the HRMO.

In three (3) copies, all originally signed by the declarant using blue ink in order to easily distinguish the original from photocopied forms, duly signed by the official administering the oath. Said deadline shall be imposed regardless of whether the declarant is on leave of absence, (e.g. maternity, scholarship, sick, vacation, etc.) or on absence without leave (AWOL) during the compliance period.

5.0 Administration of Oath

5.1 The authorized official who shall be designated by the University President shall administer oath for the SALNs of officials and employees.

5.2 The date of oath in the SALN form shall be filled in by the administering officer.

5.3 The administration of oath for the SALN of JRMSU officials and employees who are abroad or under foreign scholarship shall be done in the Philippine Consular Office or Embassy where they are located.

5.4 The administration of oath for the SALN of JRMSU officials and employees who availed scholarship outside the province of Zamboanga del Norte shall be administered by a Notary Public where they are located.

6.0 Review Process

6.1 Upon receipt of the accomplished SALN forms, the HRMO shall evaluate the same within seven (7) days to determine compliance with the following:

6.1.1 The declarant is strictly required to fill in all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable".

6.1.2 A declarant who has no business interests and/or relatives in the government should tick off the box indicating such information and not write "N/A" in the available blanks.

6.1.3 In case the signature of the spouse cannot be secured, an explanation for the purpose should be attached to the SALN.

6.1.4 Additional sheets may be used as necessary provided that each page shall contain the printed name and signature of the declarant, with the proper pagination, i.e., page 1 of x number of pages.

6.1.5 Any or all changes or revisions in the accomplished and submitted SALN forms shall only be made by the respective declarants and shall bear the declarant's initials.

6.2 The HRMO shall submit to the RCC on or before April 15 of every year a Preliminary Report containing the list of employees, in alphabetical order, who (a) filed their SALNs with complete

data;(b) filed their SALNs but with incomplete data;and (c) did not file their SALNs.The report shall likewise indicate any findings as a result of the evaluation conducted by the HRMO.

6.3 The RCC shall review the Preliminary Report and direct the issuance of a Preliminary Compliance Request (PCR) if and when necessary. In which case,the RCC shall issue the PCR within three (3) days from the receipt of the Preliminary Report,indicating all of its findings and the corresponding possible actions available to the non-compliant declarants within five(5) days from the receipt of the PCR.

6.4 Only those who have satisfactorily responded with the PCR within the prescribed period shall be included in the list of those who have complied with the filing of SALN in the Report to be submitted to the University President on or before May 7 of every year.Said report shall contain a list of JRMSU officials and employees in alphabetical order,who(i) filed their SALNs with complete data;(ii)filed their SALNs but with incomplete data;and(iii)did not file their SALNs.The report may be revised to reflect adjustments,if any.The Final Report as submitted to the University President shall be copy furnished the CSC on or before May 15 of every year.

6.5 Based on the recommendation of the RCC,the University President,within five (5) days from the receipt of the Final Report,shall issue Compliance Order/s requiring those who have not complied with the PCR or have not satisfactorily responded thereto to correct/supply the desired information in and/or submit their SALNs within a non-extendible period of thirty (30) days from receipt of the said Order.

6.6 If there is a written request for clarification on the Compliance Order,the same shall be endorsed to RCC through the HRMO within the next working day from the receipt thereof. The RCC shall then evaluate the request and make the appropriate recommendation to the University President. The request for clarification shall not toll the running of the 30-day reglementary period for filing/issuance of the Compliance Order.

6.7 The RCC shall review the response/justification of the non-compliant declarants and make the proper recommendation to the University President and/ or appropriate offices of the University. The RCC shall then submit a Final Report reflecting any revision/adjustment of the Report initially submitted to the University President copy furnished the CSC.

6.8 Finally,the RCC shall recommend to the University President the issuance of a Show-Cause Order to the JRMSU officials and/or employees who have not complied with the Order or satisfactorily responded thereto.

The RCC shall likewise evaluate the response/justification to the Show-Cause Order and recommend to the University President the filing of appropriate administrative charges when evidence so warrants. Upon approval of said recommendation, the University President shall direct the matter to the Disciplining Committee for appropriate action.

7.0 Transmittal and Distribution

7.1 The HRMO shall transmit all original copies of the SALNs of JRMSU officials and employees on or before June 30 of every year,to the concerned offices as prescribed below:

Office of the President	Civil Service Commission	Office of the Ombudsman
●Original Copy Note:SALN of the University President shall be submitted to the OP	●Original Copies ●Soft copy of the Summary List of Filers and Non-Filers	●Original Copies ● Electronic Copies ●Certification of Head of Agency that the SALNs submitted electronically are faithful reproductions of the original copies

A duplicate copy of said official transmittal with stamped "received" by the OP,CSC or OMB, as the case may be,shall be forwarded to the Heads of Offices/Deans/Associate Deans who shall acknowledge receipt thereof together with the personal copies (3rd copy) of the declarants.It shall be the responsibility of the Heads of Offices/Deans/Associate Deans to ensure that the declarant properly acknowledged receipt of his/her personal copy of SALN.The HRMO shall maintain the 2nd copy of the SALN for the file of the employee.

8.0 Sanction for Failure to Comply

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and period under CSC Resolution No.1300174 dated 24 January 2013,or failure of concerned JRMSU officials and employees to comply with the provisions of the CSC Resolution No. 06-0231 dated 01 February 2006,as amended,shall be dealt with in accordance with Section 4 of CSC MC No.3 dated 24 January 2013.

9.0 Resolution of Issues

To ensure standard and consistent interpretation of the SALN rules, the RCC shall resolve all issues pertaining to compliance with the submission and filing of SALNs by all JRMSU officials and employees.

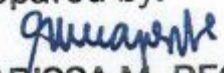
10.0 Accessibility of SALNs

Accomplished SALNs of the JRMSU officials and employees may be made available to the public subject to the rules and regulations as stipulated in the JRMSU Code in adherence to Executive Order No.2 s. 2016 (Freedom of Information and RA 10173 known as the "Data Privacy Act of 2012".

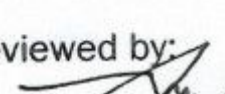
11.0 Procedure in Satellite Campuses


RCCs in the JRMSU satellite campuses shall establish their own internal review and compliance consistent with the guidelines and procedures established by JRMSU Main Campus. A summary report shall be submitted in the Main Campus by the campus HRMO signed by the campus RCC and attested by the Campus Administrator.

Prepared by:

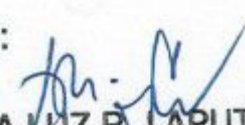

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