



## OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 030-A  
Series of 2020

June 01, 2020

**To :** All Vice Presidents  
All Campus Executive Directors  
All University Directors  
All other concerned 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 PSU 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 University.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read "Dexter R. Buted".

**DEXTER R. BUTED**  
University President



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

### Section 1. Filing and Submission of SALN

- a) All Plantilla-Based Personnel (Plantilla Personnel) of the University shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Chief Administrative Officer-Administrative Services, to wit:
  - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - ii. On or before February 28 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - iii. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
- b) Public Officials and employees under temporary, casual, and contractual status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under CSC MC No. 10, s. 2006.

### Section 2. Persons authorized to review and evaluate the submitted SALN

The designated Review and Compliance Committee to receive, through the Chief Administrative Office – Administrative Services and Human Resource Management and Development Office, shall evaluate the SALN 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).

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

The Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency, copy furnished the Office of the Ombudsman on or before May 15 of every year:

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

### Section 4. Ministerial Duty of the President to issue Compliance Order

Immediately upon 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 three (3) days from receipt of 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 correct/submit SALN in accordance with the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. The University President shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit, and in the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be.



1st offense -- Suspension for one (1) month and one (1) day to six (6) months

2nd offense -- Dismissal from the service

**Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.**

The HRMO shall transmit all original (hard) copies, together with electronic copies thereof, of the SALNs received to the Ombudsman on or before June 30 of every year. The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive, using the prescribed filename. The file name of the soft copy must be the same as the document title (e.g. SALN of Employee A.pdf)

Prepared by:

**REVIEW AND COMPLIANCE COMMITTEE**

Handwritten signature of Ma. Arma M. Caoile in black ink.

**MA. ARMA M. CAOILE**  
Chairperson

Handwritten signature of Lucia V. Ceralde in black ink.

**LUCIA V. CERALDE**  
Member

Handwritten signature of Teresita D. Mamaril in black ink.

**TERESITA D. MAMARIL**  
Member

Approved by:

Handwritten signature of Dexter R. Buted in black ink.

**DEXTER R. BUTED, DBA**  
University President



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## OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 154  
Series 2016

December 28, 2016

**To :** All Concerned

**Subject :** Creation and Composition of SALN Review and Compliance Committee

In the exigency of public service, and as contained in CSC Resolution No. 1300455 promulgated on March 04, 2013 the University hereby creates the University SALN Review and Compliance Committee.

Effective immediately, the SALN Review and Compliance Committee shall be composed of the following:


Ms. MA ARMA CAOILE Administrative Assistant II	-	Chairperson
Ms. LUCIA CERALDE Administrative Officer II	-	Member
Ms. TERESITA MAMARIL Administrative Assistant II	-	Member

The committee is hereby designated and authorized by the undersigned to receive the SALN of all employees and to evaluate if the same has been submitted on time, complete, and in proper form.

In addition, the Committee shall prepare a list of the following employees of the University preferably in alphabetical order to be submitted to the undersigned, copy furnished the CSC on or before May 15 of every year:

1. Those who filed their SALNs with complete data
2. Those who filed their SALNs but with incomplete data; and
3. Those who did not file their SALNs

For information and strict compliance.

  
**DEXTER R. BUTED**  
University President

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