



## OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 003-A  
Series 2022

February 23, 2022

**To :** All Vice Presidents  
All Campus Executive Directors  
All Campus Administrative Officers  
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 regulations.

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 be "D. Buted", written over a white background.

**DEXTER R. BUTED**  
University President



*(Attachment to Memorandum Order 003-A Series 2022, p. 1 of 2)*

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

### **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 Civil Service Commission on or before May 15 of every year unless otherwise extended:

- 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.



(Attachment to Memorandum Order 003-A Series 2022, p. 2 of 2)

## 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 of every year.

The HRMDO shall transmit all original (hard) copies of the SALNs received and compiled orderly to the concerned offices on or before June 30 of every year unless otherwise extended by the Civil Service Commission due to exceptional circumstances.

Prepared by:

### REVIEW AND COMPLIANCE COMMITTEE

  
IAN D. EVANGELISTA, DBA  
Chairperson

  
LORENA B. ECHALAR, Ed.D.  
Member

  
ATTY. DARIUS B. DE GUZMAN  
Member

Approved by:

  
DEXTER R. BUTED, DBA  
University President

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**Pangasinan State University**



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**OFFICE OF THE UNIVERSITY PRESIDENT**

Memorandum Order No. 102

Series of 2021

December 22, 2021

**To:** : **All Concerned**

**Subject:** : **New Composition of the SALN Review and Compliance Committee**

In the exigency of public service and as contained in the Civil Service Commission (CSC) Resolution No. 1300455 promulgated on March 04, 2013, the following shall compose the new SALN Review and Compliance Committee effective immediately.

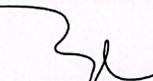
<b>DR. IAN D. EVANGELISTA</b> Chief Administrative Officer- Administration	-	CHAIRPERSON
<b>DR. LORENA B. ECHALAR</b> Director, HRMDO	-	MEMBER
<b>ATTY. DARIUS B. DE GUZMAN</b> Attorney IV (Legal Officer IV)	-	MEMBER

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

For the information and strict compliance of all concerned.

  
**DEXTER R. BUTED**  
University President