



Republic of the Philippines

Pangasinan State University

Lingayen, Pangasinan

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OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 030

Series of 2026


February 2, 2026

To : **ALL VICE PRESIDENTS
ALL CAMPUS EXECUTIVE DIRECTORS
ALL CAMPUS ADMINISTRATIVE OFFICERS
ALL OTHER CONCERNED EMPLOYEES**

Subject : **REVIEW AND COMPLIANCE PROCEDURE OF SALN**

1. In line with the University's commitment to transparency, accountability, and good governance, all PSU personnel are hereby reminded to strictly comply with the proper filing of the **Statement of Assets, Liabilities and Net Worth (SALN)**, pursuant to the provisions of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), Civil Service Commission Memorandum Circular No. 10, series of 2006, and their Implementing Rules and Regulations.
2. In this regard, the University shall adopt a **Review and Compliance Procedure** to ensure that all SALNs submitted by PSU personnel comply with the minimum requisites for content and formalities as prescribed by existing laws, rules, and regulations. The procedure shall serve as a uniform guide for reviewing, validating, and monitoring compliance prior to the final filing and safekeeping of SALN documents.
3. All offices concerned and officials are hereby directed to:
 - a. Disseminate this Memorandum to all personnel under their supervision;
 - b. Ensure full cooperation during the review process; and
 - c. Strictly adhere to the prescribed procedure and timelines.
4. Attached to this Memorandum is the **Review and Compliance Procedure on the Filing of SALN**, which shall be used by the University for this purpose. All concerned are enjoined to be guided accordingly.

For strict compliance.


ELBERT M. GALAS, DIT
University President



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(Attachment to Memorandum Order No. 030 Series 2026, p. 1 of 3)

REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF THE SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

Pursuant to **Section 17, Article XI of the 1987 Constitution and Section 8 of the Republic Act No. 6713**, in accordance with the **Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees**, as amended, the following procedure for the filing and submission of the SALN in this university are established, thus:

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 - Administration, 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 April 30 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 & employees under temporary, coterminous, & contractual status are also required to file under oath their SALNs and Disclosure of Business Interests & 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

Pursuant to Civil Service Commission (CSC) Resolution No. 1300455 dated 4 March 2006, the University including all campuses and divisions shall establish a SALN Review and Compliance Committee (RCC), structured as follows:

University Level:

1. Chief Administrative Officer – Administration as Chairperson;
2. University HRMD Officer as Member;
3. Director, University Legal Services as Member; and
4. Human Resource Management Officer as Member.

Campus Level:

1. Campus Administrative Officer as Chairperson;
2. Campus HR Coordinator as Member; and
3. Campus AO/HR Staff as Member.

Division Level:

1. Director/Head under the Division as Chairperson;
2. Division Secretary as Member; and
3. Division Staff as Member.



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(Attachment to Memorandum Order No. 030 Series 2026, p. 2 of 3)

Section 3. Duties of the Review and Compliance Committee

The Chairperson and Members of the Committee shall:

- Ensure that all SALN submissions of the University substantially comply with the minimum requirements as to content and form prescribed under Republic Act No. 6713 and its Implementing Rules and Regulations;
- 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). If the same is not properly filed, they are required to inform the declarant and direct him/her to take the necessary corrective action;
- Identify and determine personnel who have duly accomplished and submitted their SALNs; and
- Issue certification on the University's compliance with SALN submission requirements in accordance with the guidelines on the grant of the Performance-Based Bonus.

The Campus/Division RCC shall oversee the dissemination of the SALN guidelines as well as the review and compliance procedures to all teaching and non-teaching personnel within their respective jurisdictions. Note that the SALNs of designated officials shall be reviewed by the SRCC **where their Plantilla position belong.**

On the other hand, the designated University Review and Compliance Committee to receive, through the Human Resource Management and Development Office (HRMDO) shall be responsible for the consolidation of the review and compliance reports of campuses and divisions.

The University RCC shall prepare a list of the following employees in alphabetical order to be submitted to the Office of the University President, copy furnished the Civil Service Commission on or before May 15 of every year, unless otherwise extended:

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

Section 4. Ministerial Duty of the University 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.





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(Attachment to Memorandum Order No. 030 Series 2026, p. 3 of 3)

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 Deputy Ombudsman for Luzon on or before June 30 of every year unless otherwise extended by the Office of the Ombudsman due to exceptional circumstances.

Section 7. Effectivity.

This guideline shall take effect immediately and shall remain in force unless revoked, cancelled, or superseded by a subsequent issuance.


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University President



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BAGONG PILIPINAS

OFFICE OF THE UNIVERSITY PRESIDENT

Memorandum Order No. 031

Series of 2026

February 2, 2026

To : **ALL CONCERNED**

Subject : **NEW COMPOSITION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE OF THE UNIVERSITY**

1. 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 of the University effective immediately.

DR. AILENE A. BATANG - CHAIRPERSON
Acting Chief Administrative Officer - Administration

DR. SHIELA MARIE G. MALICDEM - MEMBER
Acting University HRMD Officer

ATTY. DARIUS B. DE GUZMAN - MEMBER
Director, University Legal Services Office

MR. JOMER G. TRINIDAD - MEMBER
Team Leader, HRMDO Rewards & Recognition Unit

2. 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.
3. 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, on or before May 15 of every year:
 - i. Those who filed SALNs with complete data.
 - ii. Those who filed their SALNs but with incomplete data; and
 - iii. Those who did not file their SALNs.

For the information and compliance of all concerned.


ELBERT M. GALAS, DIT
University President