



January 21, 2020

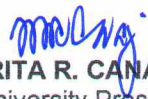
OFFICE MEMORANDUM

No. 4, s. 01-2020

TO: ALL UNIVERSITY OFFICIALS, FACULTY AND STAFF MEMBERS

SUBJECT: Filing of Statement of Assets, Liabilities and Net Worth (SALN)

1. The Civil Service Commission has issued Memorandum Circular No. 2, s. 2013 dated January 24, 2013, adopting the Revised Statement of Assets, Liabilities and Net Worth (SALN) for year 2012 and onwards as per CSC Resolution No. 1300173.
2. The requirement on the filing of SALN is likewise found in Section 8 of RA 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees which requires the declarant to "to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities and net worth and financial and business interests including those of their spouses and of unmarried children below eighteen (18) years of age living in their households."
3. Failure of an official or employee to submit SALN and failure to disclose or misdeclaration of any asset, liability, business interest, financial connection and relative in the government in the SALN shall constitute a violation of Section 8 of RA No. 6173 and shall be punishable by suspension of one (1) month to six (6) months for the first offense, and dismissal from the service for the second offense.
4. All officials, permanent / temporary / contractual faculty, and permanent / contractual / casual staff members are required to submit their SALN on or before February 7, 2020 to the Campus HRMO/Staff, subsequently to be submitted to the Office of the Chairman, University Review and Compliance Committee, Vice President for Administration and Finance, until February 14, 2020. The endorsement of the Campus HRMO/Staff shall include the list of faculty and staff in alphabetical order, of those who filed their SALN and who did not file their SALN.
5. Attached herein is the adopted Guidelines in the Filling-out of the SALN Form (Annex A). and the University Guidelines in the Accomplishment, Review and Compliance of the SALN Form for CY 2019 (Annex B) for reference and guidance.
6. For strict compliance.


MARITA R. CANAPI, Ed. D.
University President

Encl.: As stated

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ANNEX B

UNIVERSITY GUIDELINES IN THE ACCOMPLISHMENT, REVIEW AND COMPLIANCE PROCEDURES RELATIVE TO THE SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FORM FOR CY 2019

In compliance with RA 6713, CSC Resolution No. 1500088 and CSC Memorandum Circular No. 03-2015, all URS officials and employees are required to submit the 2019 SALN in accordance with the following general guidelines as supplement to the adopted Guidelines in the Filling-out of SALN (Annex A):

1. The prescribed SALN Form for CY 2019 must be used as the official form for the purpose. Notice to submit SALN Forms will be released by the Office of the University President, this guidelines as an attachment thereof.
2. Filling out of the form may be handwritten, but computerized or typewritten is highly encouraged, provided that the signature of the declarant in all copies is original. The declarant is required to write legibly if he/she chooses to fill up the form by handwriting.
3. Items not applicable to the filer shall be marked as N/A (Not Applicable). No unnecessary markings shall be made on the forms.
4. In case of joint filing by declarant spouses who are both in the government service, all real and personal properties shall be declared including respective paraphernal and capital properties, if there are any. After filling out the form, the spouses may reproduce the SALN Form as the number of copies is required, but their signatures should be original in the SALN Form to be submitted to their respective agencies.
5. If the declarant's spouse is not in the government service, or if the declarant is unmarried, the declarant shall tick off the box marked as "Not Applicable" on the top portion of the SALN referring to joint or separate filing of the SALN Form.
6. If the spouse of the government employee is not a public officer or employee, the declarant shall still cause him/her to sign the SALN.
7. If the declarant was single during the preceding year and got married at the year of filing of the SALN, the status of the declarant would still be single since the SALN Form refers to the preceding year. Hence his/her properties shall still be declared as his/her own, and not community property or the property regime agreed upon at the time of marriage.
8. Spouses who are separated in fact or legally separated are still considered husband and wife, hence, the declarant's spouse is still required to sign the SALN Form. If the said spouse refuses to sign the declarant's SALN, the declarant simply needs to attach an explanation why no signature of spouse is present in the SALN.



9. The declarant shall provide information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.
10. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.
11. All Campus HRMOs/Staff are directed to submit with the proper endorsement from their respective campus directors to the Chairman of the University Review and Compliance Committee through the Secretariat created for the purpose, the duly accomplished SALN Forms for 2019 of employees under their respective campus (*alphabetized*) on or before 14 February, 2020.
12. Non-compliance on individual submission of SALNs constitutes violation of reasonable office rules and regulations.

REVIEW AND COMPLIANCE PROCEDURES

1. The Secretariat as may be created by the Committee, receives SALN submissions from campuses.
2. Upon initial review and checking of the Secretariat, inadequately filled out SALN forms will be returned to the employee for correction with proper annotations of deficiencies.
3. The University Review and Compliance Committee shall thoroughly review all SALNs submitted by employees in accordance with the aforementioned guidelines and other stipulations cited in the latest CSC rules on SALN submissions.
4. Review of all submitted SALNs must be completed by the Review and Compliance Committee not later than 06 May 2020.
5. On or before 11 May 2020, an alphabetical list of employees must be submitted for the following categories of filers:
 - b.1 Filed the SALNs with complete data;
 - b.2 Filed their SALNs, but with incomplete data;
 - b.3 Did not file their SALNs.
6. A memorandum containing the list of filers shall be submitted to the Head of Agency, copy furnished the Civil Service Commission, on or before 15 May 2020 using the prescribed Summary List of Filers of the SALN.



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7. A certification accompanying the Summary List of Filers shall also be prepared not later than 13 May 2019.
8. On or before 30 June 2020, hard copies and electronic copies of the duly accomplished SALNs with a certification of complete/full submission of SALNs must be submitted to the Chief, Central Records Division of the Office of the Ombudsman, Agham Road, North Triangle, Quezon City and to the Civil Service Commission.
9. This guidelines shall take effect immediately.


MARITA R. CANAPI, Ed.D.
President
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