



Republic of the Philippines
Bulacan State University
City of Malolos, Bulacan
Tel/Fax (044) 791-0153

OFFICE OF THE PRESIDENT

I. RATIONALE

The 1987 Constitution of the Republic of the Philippines requires public officers and employees to submit, upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN).

Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees RA No. 6713, and CSC Resolution Nos. 1300455 and 150088, government agencies shall formulate guidelines particularly the "**Establishment and Conduct of Agency Review and Compliance Procedure of SALN**" and identifies the appropriate office or agency where particular officers and employees should file their SALNs.

Further, CSC Resolution No. 1300455 states that every office/agency shall have a Review and Compliance Committee.

Hence, the following guidelines are hereby adopted by the Bulacan State University.

II. GUIDELINES

Filing and Submission of SALN

1. All plantilla position employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office (HRMO), thus:

1.1. Within thirty (30) days after assumption to duty, statements of which must be reckoned as of his/her first day of office/assumption to duty;

1.2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of preceding year;

1.3. Within thirty (30) days after separation from service, statements of which must be reckoned as of his/her last day of office.

2. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable shall be marked N/A (Not Applicable).

III. DUTIES AND RESPONSIBILITIES

Establishment and Conduct of Agency Review and Compliance Procedure of SALN pursuant to CSC MC No. 10,s 2006.

1. Evaluate the filled-up SALN forms submitted by BuISU Employees to determine the timeliness of submission and the completeness of the information required using the official form;
2. Prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
 - a. those who filed their SALNs with complete data.
 - b. those who filed their SALNs with incomplete data.
 - c. those who did not file their SALNs.
3. Transmit all original copies of the SALNs to the office of the Ombudsman on or before 30 June of every year in alphabetical order;
4. Resolves issues pertaining to compliance with the submission and filing of SALNs by all BuISU employees;
5. Perform such other functions as may be necessary to ensure compliance by BuISU with all SALN related concerns.

IV. MINISTERIAL DUTY OF THE HEAD OF OFFICE TO ISSUE COMPLIANCE ORDER

Within five (5) days from receipt of the aforementioned list and recommendations, it shall be the ministerial duty of the Head of Office 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 SALN to comply within a non-extendible period of thirty (30) days from receipt of the said Order (Section 3, CSC MC NO. 3, s. 2013).

V. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW CAUSE ORDER

1. Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Item IV shall be ground for disciplinary action.

2. The Chairperson shall issue show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service. The offense of failure to file SALN is punishable with the following penalties:

First Offense – Suspension of one (1) month and one (1) day to six (6) months.

Second Offense – Dismissal from the service

3. Heads of agency/office who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended by, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

VI. ACCESSIBILITY OF SALNS

Accomplished SALNs of BuISU officials and employees shall be made available to the public subject to the rules and regulations under the data privacy act.

VII. EFFECTIVITY

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

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CECILIA S. NAVASERO-GASCON, Ph.D.
SUC President III

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[Signature]



Republic of the Philippines
Bulacan State University
City of Malolos



CERTIFICATE OF COMPLIANCE
SALN Submission/Filing

This certifies that the Bulacan State University fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2022

This also attests that all submissions of the agency concerned has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connection and Business Interests
- f. Relatives in the Government

This further certifies that out of **773** employees qualified for PBB under the 2013 PBIS Guidelines, **773** employees have completed and filed their CY 2022 SALN as reflected below:

OFFICE	No. of employees per unit	No. of employees with duly accomplished and submitted SALN per Unit	Percentage of Compliance
Accounting - Central	7	7	100.00
Accounting – External	2	2	100.00
Accounting - Main	2	2	100.00
Auxiliary Office	2	2	100.00
Budget	2	2	100.00
Bustos Campus Office	7	7	100.00
CAO	3	3	100.00
Cashier	7	7	100.00
Infirmary - Main	9	9	100.00
Infirmary - External	3	3	100.00
Cultural	1	1	100.00
Driver	6	6	100.00
FMO	8	8	100.00
General Services	13	13	100.00
Hostel	2	2	100.00
HRMO - Central	10	10	100.00
HRMO - Main	5	5	100.00
HRMO - External	2	2	100.00
Librarian	2	2	100.00
Media Relations Office	1	1	100.00
MIS	2	2	100.00
Office of the President	6	6	100.00

Planning	1	1	100.00
Procurement	7	7	100.00
Records Office	3	3	100.00
Internal Audit	1	1	100.00
OUP and OUP communications	2	2	100.00
Hagonoy Campus	1	1	100.00
IQAQ	1	1	100.00
Registrar	6	6	100.00
Supply Office	6	6	100.00
VP for Academic Affairs	1	1	100.00
VP for Administration and Finance	2	2	100.00
Executive Vice President	1	1	100.00
VP for Research, Development & Extension	1	1	100.00
CAFA Faculty	16	16	100.00
CAL Faculty	33	33	100.00
CBA Faculty	21	21	100.00
CCJE Faculty	10	10	100.00
CHTM Faculty	33	33	100.00
CICT Faculty	55	55	100.00
CIT Faculty	53	53	100.00
COE Faculty	69	69	100.00
COED Faculty	58	58	100.00
COL Faculty	1	1	100.00
CON Faculty	15	15	100.00
CS Faculty	61	61	100.00
CSER Faculty	14	14	100.00
CSSP Faculty	49	49	100.00
BUSTOS Campus Faculty	59	59	100.00
MENESES Campus Faculty	24	24	100.00
HAGONOY Campus Faculty	15	15	100.00
SARMIENTO Campus Faculty	52	52	100.00
TOTAL	773	773	100.00

Total number of employees with SALN

773

Total number of employees without SALN

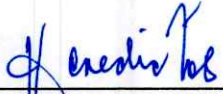
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Total no of employees

773

This agency has forwarded/filed all SALNs with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials; etc.), in accordance with RA 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signature on the 20th day of June 2023 at City of Malolos, Bulacan, Philippines.


ISABELITA C. BENEDICTOS
 Director for Administrative and Management
 Services Division and Assistant Director for CHRMO


CECILIA N. GASCON, Ph.D.
 University President



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HUMAN RESOURCE MANAGEMENT OFFICE

Date: July 2, 2019


TO/FOR: Civil Service Commission Bulacan Field Office

Respectfully transmitting/forwarding/submitting to your office the following:

1. Copy of Certification of Non-compliance received by the Ombudsman
2. Copy of Certification from the SALN Review and Compliance Committee received by the Ombudsman
3. Copy of Summary List of Filers of SALN 2018 of BulSU employees received by the Ombudsman


CARMELITA B. SANGA, RGC
Director, HRMO

Received by:
Name:
Designation:
Date:


CHRISVOLONT C. BATAC
Administrative Officer II
JUL 02 2019



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City of Malolos, Bulacan
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OFFICE OF THE PRESIDENT

OMBUDSMAN FOR LUZON
Case Records Evaluation, Monitoring &
Enforcement Bureau-SALN

JUN. 27, 2019

CERTIFICATION



This is to certify that the employee of this office have failed to submit their Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections for the Year 2018 as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.

Name of Employee	Position
NONE	
FAUSTINO, MARCIAL S.	Assistant Professor II Deceased as of February 19, 2015 8/6/2015
KARANTAN, RIZELYN M.	Assistant Professor IV March 7, 2015 8/6/2015

This certification is issued for whatever legal purposes it may serve.

Bulacan State University

June 27, 2019

(Place and Date of Issue)

JAIME P. PULUMBARIT, Ph. D

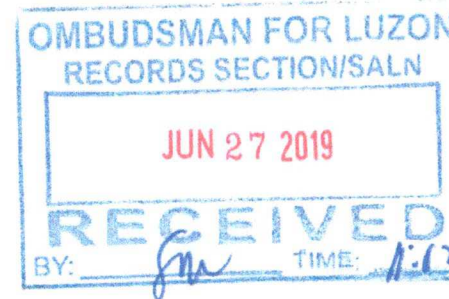
Vice President for Finance, Administration and Resource
Generation

SUBSCRIBED AND SWORN to before me this 25th of June 2019 at City of Malolos, Bulacan.

CECILIA NAVASERO-GASCON, Ph. D.
University President

BULACAN STATE UNIVERSITY
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year 2018


CERTIFICATION




This is to certify that the SALNs submitted/ included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on June 25, 2019.


JAIME P. PULUMBARIT, Ph.D
Vice President for Finance, Administration and Resource Generation
Chairman


ALBERT B. VILLENA
SUPAO, Record Officer
Member


ISABELITA C. BENEDICTOS
Chief Administrative Officer, Administrative Service
Division
Member


CARMELITA B. SANGA, RGC
Director, Human Resource Management Office
Member



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January 9, 2018

OFFICE ORDER
No. 06 , s. 2018

Designating
**MEMBERS OF THE SALN REVIEW AND
COMPLIANCE COMMITTEE**

In compliance with Section 10 of Republic Act 6713, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees, and Section I, Rule VII of the Rules Implementing the Provisions of Said Act, and as required in CSC Resolution No. 1300455 dated March 4, 2013 is hereby instituted a Review and Compliance Committee (RCC) to be composed of the following:

Chairman : Vice President for Finance, Administration and Resource Generation
Members : Chief Administrative Officer, Administrative Services Division
: Director, Human Resource Management Office
: Supervising Administrative Officer, Records Office
Secretariat : HRMO-RSA Unit

Duties and Responsibilities:

1. Evaluate the SALN forms submitted by BuISU employees to determine the timeliness of submission and whether said statements have been properly accomplished using the official form:
 - a. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer;
 - b. Items not applicable to the filer should be marked with N/A (Not Applicable)
2. Prepare a list of the following employees in alphabetical order to the University President, copy furnished the Civil Service Commission, on or before May 15 of every year:
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs with incomplete data; and
 - c. Those who did not file their SALNs
3. Transmit all original copies of SALNs to the office of the Ombudsman on or before June 30 of every year in alphabetical order;
4. Resolve issues pertaining to compliance with the submission and filing of SALNs by all BuISU employees;
5. Perform such other functions as may be necessary to ensure compliance by BuISU with all SALN related concerns.

These designations which are without additional compensation shall take effect immediately and to continue unless sooner terminated by a competent authority.

Conforme:


CECILIA NAVASERO-GASCON, Ph. D.
University President 

COPY FURNISHED:

- [] Employee
[] All offices



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C. Gascon
CECILIA NAVASERO-GASCON, Ph. D.
University President

Conforme:

COPY FURNISHED:

- [] Employee
[] All offices