



Republic of the Philippines
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OFFICE OF THE HUMAN RESOURCE MANAGEMENT

GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

Foreword:

Pursuant to the Civil Service Commission Resolution Number 1300455 on the promulgation of the Review and Compliance Committee for the SALN and Disclosure of Business Interest and Financial Connections, dated March 04, 2013, the CTU hereby adopted the same and anchored the formulation of this guideline.

Objectives:

1. To create a Review and Compliance Committee (RCC) for the submission of SALN and Business Interest and Financial Connections.
2. To require the CTU employees to file and submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities, and net worth (SALN). (Section 17, Article XI of the 1987 Philippine Constitution)
3. To subject the submitted SALN of employees for the review and evaluation by the RCC Members as stipulated in the Resolution Number 1300455.

Scope:

This Guideline shall cover All Plantilla-Based Personnel regardless of employment status.

Guidelines:

1. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections and submit it to the Campus RCC for review;
2. Filing of SALN shall be done through the following:
 - 2.1 Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - 2.2 Every February for every year thereafter, statements of which must be reckoned as of the end of the preceding year and submission schedule shall be on every 3rd Friday of March for the current year;



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- 2.3 Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
3. The CTU-RCC shall be composed of designated one (1) Chairperson and two (2) members, and the same shall apply to all satellite campuses.
4. The designated RCC for the Campus shall perform the following functions:
 - 4.1 Check on the submitted SALN in terms of completeness and appropriate utilization of the prescribed form and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;
 - 4.2 Prepare a list of employees as to:
 - 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
5. The University President shall issue a Compliance Order immediately upon receipt of the aforementioned list and recommendation, 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.
6. 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.
7. The President shall issue a show-cause order directing the concerned employee to submit his/her corrected SALN.
8. Failure of an employee to correct/submit his/her SALN in accordance with the procedure within the given period pursuant to the directive shall be a ground for disciplinary action.
9. An administrative proceedings shall be conducted if the evidence so warrant pursuant to the 2017 Rules of Administrative Cases in the Civil Service (RACCS) imposing the following penalty:
 - First offense -- Suspension for one (1) month and one (1) day to six (6) months
 - Second offense -- Dismissal from the service
10. The HRMO of the campus shall submit to the concerned agencies the original copies and final list of employees received from the RCC.