

Ref. No. ISUFST-OP-2026-03-30

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

I. OBJECTIVE

The Republic Act (R.A.) No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolution Nos. 1300455 and 1500088 requires all public officials and employees to accomplish and submit declarations under oath of their assets, liabilities, networth, and financial and business interests, including those of their spouses and of unmarried children under eighteen (18) years of age living in their household, and to declare to the best of their knowledge their relatives who are in government service. In consonance with the mandate of public accountability and interest, these Guidelines are hereby promulgated to institute a standardized review and compliance procedure governing the filing and submission of the Statement of Assets, Liabilities, and Net Worth (SALN) to be strictly observed by all ISUFST personnel.

II. COVERAGE

This shall cover all Plantilla-Based Personnel of Iloilo State University of Fisheries Science and Technology (ISUFST) regardless of employment status.

III. GUIDELINES

Section 1. Filing and Submission of SALN

- a) All Plantilla-Based Personnel shall file in three (3) copies under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office (HRMO), including those of their spouses and of unmarried children under eighteen (18) years of age living in their household, and to declare to the best of their knowledge their relatives who are in government service. Married couples who are public officials or employees may file the required statements jointly or separately, to wit:
 1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of declarant's first day of office;
 2. On or before April 30 of every year thereafter, statements of which must be reckoned as of December 31 of the preceding year; and
 3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of declarant's last day of office;

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

Section 2. Persons authorized to review and evaluate the submitted SALN

Composition of the ISUFST SALN Review and Compliance Committee

1. Main Campus

a) TIWI SITE

Chair: Vice President for Administration and Finance

Members:

- Chief Administrative Officer (Administration)
- HRMO

b) POBLACION SITE

Chair: Campus Coordinator

Members:

- Administrative Officer V/President, Local TEA
- HRMO

2. External Campus

Chair: Campus Administrator

Members:

- Administrative Officer V/President, Local TEA
- HRMO

Section 3. Duties and Responsibilities of the Review and Compliance Committee

- a) The ISUFST designated Review and Compliance Committee shall receive, through the HRMO the SALN of its employees and to evaluate if the same has been submitted on time, are complete, and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.
- b) Prepare a consolidated list of the following employees, in alphabetical order to be submitted to the head of agency on or before May 15 of every year:
- 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 President to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the 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.

Section 5. Sanctions

Any of the following acts shall constitute a violation of Section 8 of R.A. No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and 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**, without prejudice to the proper filing of other administrative offences as may be warranted under existing laws:

1. Failure of an official or employee to submit his/her SALN;
2. Failure of an official or employee to correct and submit his/her SALN in accordance with the review and compliance set forth by the department, agency, or office concerned; and
3. Failure to disclose or misdeclaration in bad faith of any asset, liability, business interest, financial connection, and relative in the government in the SALN.

Section 6. Transmittal of all submitted SALNs to the concerned agencies

The HRMO shall transmit all original copies of the SALNs received and a consolidated list of filers and non-filers to the concerned offices following the List of Repository agencies and Corresponding Public Officials and Employees (*Office of the Ombudsman, Civil Service Commission and the Office of the President*) on or before October 30 of every year.

IV. REPEALING CLAUSE.

All previous memorandum inconsistent herewith are deemed repealed or modified accordingly.

V. SEPARABILITY CLAUSE.

Unless expressly repealed or superseded, any part or provision in these Guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

VI. REFERENCES

1. Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
2. CSC Memorandum Circular No. 10, series of 2006

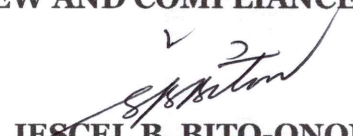
3. CSC Resolution No. 1300455 dated March 4, 2013
4. CSC Memorandum Circular No. 3, series of 2025

VI. EFFECTIVITY

These guidelines shall take effect immediately and shall remain in full force and effect unless sooner revoked or repealed.

Prepared by:

REVIEW AND COMPLIANCE COMMITTEE


JESCEL B. BITO-ONON, DFT
Chairperson


LILIBETH B. PETRESCU, MBM
Chief Administrative Officer (Admin)


ALMA P. BETITO, MLG
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Approved by:


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