



Republic of the Philippines

## **BATANGAS STATE UNIVERSITY**

Batangas City

Tel. Nos. (043) 980-0385

E-mail Address: [batstateupresident@gmail.com](mailto:batstateupresident@gmail.com) • Website Address: <http://www.batstate-u.edu.ph>

### **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**

#### **I. GUIDING PRINCIPLES**

**PUBLIC OFFICE IS PUBLIC TRUST.** Government officials and employees occupy positions vested with public trust. Thus, requiring him/her to put public interest over and above his/her own.

This is well settled in Section 2 of RA 6713, to wit: “it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest.

**STANDARDS OF PERSONAL CONDUCT.** Eight norms of conduct have been established for government officials and employees to adhere to as provided for in Section 4 of RA 6713, to wit: “Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties (a) Commitment in public interest, (b) Professionalism, (c) Justness and sincerity, (d) Political neutrality, (e) Responsiveness to the public, (f) Nationalism and patriotism, (g) Commitment to democracy, and (h) Simple Living.”

**TRANSPARENCY AND ACCOUNTABILITY.** The primary use of the information on the SALN is to exhibit transparency and accountability.

This is provided for in Section 8 of RA 6713, to wit: “Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households”

#### **II. SCOPE OF THE REVIEW**

All SALNs of permanent and temporary personnel of the University shall be covered by the review as hereinafter set forth.

#### **III. THE SALN REVIEW AND COMPLIANCE COMMITTEE**

Pursuant to the University President’s Memorandum No. 214-A, series of 2019 issued on 28 March 2019, the following composed the SALN Review and Compliance Committee:



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- Chair : Atty. Luzviminda C. Rosales  
VP for Administration and Finance
- Members : Dr. Gina D. Bonifacio  
OIC-Assistant Director, HRMO
- Mrs. Fevronia M. Soriano  
Representative, Non-Academic Staff and Employees
- Dr. George P. Compasivo  
Representative, Faculty

Per the said Memorandum, the said chairperson and members have the following duties and responsibilities:

1. Ensure that all submission of the University have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act No. 6713 and its Implementing Rules and Regulations;
2. Determine the employees who have completed and filed their SALN; and
3. Certify the compliance of the University on the submission of SALN as per the Performance-Based Bonus implementing guidelines.

#### **IV. STANDARD PROCEDURES**

The SALN Review and Compliance Committee shall adhere to the following standard procedures:

##### **A. Filing and Submission of SALN on Time and to the Proper Official**

1. All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office, to wit:
  - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;

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).<sup>1</sup>

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<sup>1</sup> Section 1, Rule VIII of the IRR of RA 6713, as amended by CSC MC No. 10, s. 2006.



2. Upon receiving the SALN forms, the HRMO shall evaluate the same 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).<sup>2</sup>
3. Thereafter, the SALNs shall be transmitted to the SALN Review and Compliance Committee for its review. The Committee through the HRMO shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:
  - a. Those who filed their SALN's with complete data;
  - b. Those who filed their SALN's but with complete data; and
  - c. Those who did not file their SALNs.

The Committee shall then transmit the foregoing, together with a certification that the SALNs were reviewed pursuant to prescribed rules, to the University President.

4. Within five (5) days from 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-extendible period of thirty (3) days from receipt of the said Order.<sup>3</sup>

**B. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30 every year<sup>4</sup>**

The University, through the HRMO shall transmit all the SALN's received to the concerned agencies (i.e. Office of the Deputy Ombudsman for Luzon) on or before June 30 every year (original and digitized copies). A certification from the University President on the authenticities of the digitized SALN submitted to the Office of the Deputy Ombudsman shall also be submitted. The CSC must also be copy furnished.

**V. UNIVERSITY'S COMPLAINT**

1. **Submissions of SALNs.** SALNs of University's personnel were submitted from January 2019 to 30 March 2019. Thereafter it was initially reviewed by the HRMO for submission to the SALN Review and Compliance Committee. A certification of compliance with CSC rules of the submitted SALNs was issued by the HRMO on 10 April 2019 (**Annex A**).

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<sup>2</sup> Section I, Rule VIII of the IRR of RA 6713, as amended by CSC MC No. 10, s. 2006.

<sup>3</sup> CSC MC. No. 3, s. 2013.

<sup>4</sup> Per item 10.6 of the Intergency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems MC No. 2018-1, submission must be on or before every 30 April



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2. **Action by the SALN Review and Compliance Committee.** The Committee made its independent review of the compliance of SALNs to the prescribed rules. After having found all submitted SALNs compliant, the Committee issued a certification to that effect on 15 April 2019 (**Annex B**).
3. **Action of the University.** On 17 April 2019, the University President, based on the certification of the Committee, issued a certification certifying that the SALNs to be submitted to the Office of the Ombudsman are faithful reproductions of the original SALNs of the officials and employees of the University.

Five hundred twenty two (522) SALNs of officials and employees were submitted to the Ombudsman on 29 April 2019. In addition, eight (8) SALNs of newly hired employees were submitted on the same date. The CSC was copy furnished with all submissions to the Ombudsman (**Annex C**).

  
**DR. TIRSO A. RONQUILLO**  
University President 



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**HUMAN RESOURCE MANAGEMENT OFFICE**

**CERTIFICATION**

This is to certify that the Statements of Assets, Liabilities & Networth (SALNs) of the personnel of the University whose names appear in the attached list, have been evaluated by the undersigned in accordance with Section 2 of Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2006.

Specifically, evaluation was done as regards the proper accomplishment of the SALN forms (i.e. if all applicable information/details required are provided by the files)

Issued this 10<sup>th</sup> Day of April 2019 at Batangas State University, Main I, Rizal Avenue Extension, Batangas City.

**Dr. GINA D. BONIFACIO**

OIC-Assistant Director for Human Resource Management Office




**BATANGAS STATE UNIVERSITY**  
 Summary List of Filers  
 Statement of Assets, Liabilities and Network  
 Calendar Year 2018

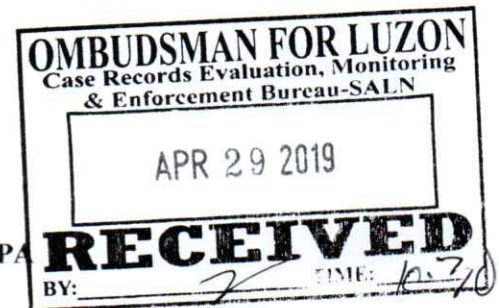
CERTIFICATION

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 MC No. 3, s. 2013 promulgated on March 4, 2013).

Issued on 15<sup>th</sup> of April, 2019.

  
**ATTY. LUZVIMINDA C. ROSALES, CPA**  
 Chairperson



  
**Dr. GINA D. BONIFACIO**  
 Member

  
**Mrs. FEVRONIA M. SORIANO**  
 Member

  
**Dr. GEORGE P. COMPASIVO**  
 Member

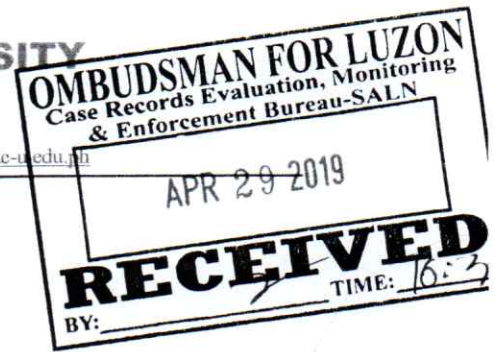


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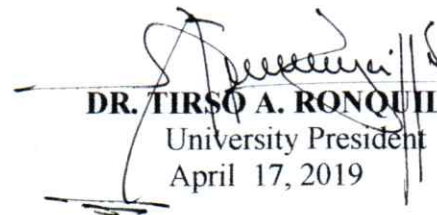
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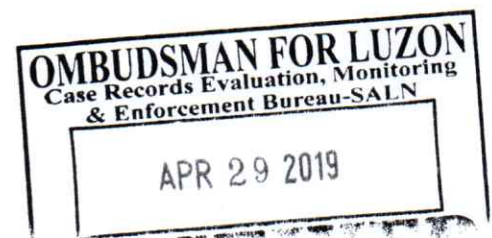
**CERTIFICATION**

I, **Dr. TIRSO A. RONQUILLO**, hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the **BATANGAS STATE UNIVERSITY**, as listed in the attached summary report of the Human Resource Management Office.

  
**DR. TIRSO A. RONQUILLO**  
 University President  
 April 17, 2019

SUBSCRIBED AND SWORN TO before me this 17<sup>th</sup> day of April, 2019, affiant exhibiting his competent evidence of identity, to wit: Passport ID No. EC4024569 issued on April 24, 2015 and valid until April 23, 2020.

  
**Atty. LUZVIMINDA C. ROSALES, CPA**  
 Administering Officer





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1<sup>st</sup> Endorsement  
April 30, 2019

Respectfully forwarded to the Civil Service Commission, Regional Office No. 4 through the Civil Service Office, Batangas City the hereto attached Statement of Assets, Liabilities and Networth Summary Report of the Officials & Employees of the Batangas State University, Batangas in compliance to Regional Circular No. 2001-2-01 of the Civil Service Commission Regional Office No. 4.

Please acknowledge receipt hereof.

  
**DR. GINA D. BONIFACIO**  
OIC-Assistant Director, HRM Office