



MEMORANDUM

No. 02, s. 2025

To : **Atty Bembol DL. Castillo**
VP for Administration, Business, and Finance
Legal Officer

Dr. Feliciano P. Jacoba
VP for Academic Affairs

Ms. Jenna Kristel M. Ilustre
Human Resource Management Officer III

All Teaching and Non-Teaching Personnel

College Deans/Campus Directors
Heads of Offices/Departments/Units
All Campuses

Subject : **Submission of the Statement of Assets, Liabilities, and Net Worth (SALN) for CY 2024**

Date : **January 02, 2025**

1. As required by **Article XI, Section 17 of the 1987 Philippine Constitution**, and **Section 8 of the RA 6713**, all public officials and employees, whether regular or under temporary status are required to file a SALN upon assumption of office and as often thereafter.
2. In view of the above, please be advised that the deadline of submission of SALN to the Human Resource Management Office is until **March 14, 2025**. Likewise, please be reminded that the personnel who will fail to submit his/her SALN within the prescribed period may be held accountable and will not be entitled to receive the PBB.
3. Please be informed further that **Atty. Bembol DL. Castillo, Legal Officer**, is hereby authorized to sign the SALN of the NEUST Personnel.
4. For your information, guidance, and compliance.


RHODORA R. JUGO, EdD
University President





March 14, 2025

OFFICE MEMO

No. 61, s. 2025

To : **Atty. Bembol DL. Castillo**
Ms. Jenna Kristel M. Ilustre
Ms. Ariane V. Mariano
Ms. Dalisay Felicia Ysabel A. Bondoc

Subject : **Reconstituting the University SALN Review and Compliance Committee**

1. The **University Statement of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee** is hereby reconstituted with the following as Chair and Members:

Chair : **Atty. Bembol DL. Castillo**
Members : **Ms. Jenna Kristel M. Ilustre**
Ms. Ariane V. Mariano
Ms. Dalisay Felicia Ysabel A. Bondoc

2. The Committee shall:
- Make available SALN forms at the HRMO for utilization of concerned University personnel;
 - Receive the accomplished SALN forms and evaluate to determine whether said statements have been properly accomplished; and
 - Submit on time the properly accomplished SALN forms to proper government offices/agencies.

Information and Guidelines

The Committee is hereby provided with the following information and guidelines to serve as guide in the performance of its functions:

Legal Bases/References:

- The 1987 Philippine Constitution
- RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- CMC MC No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of SALN and Disclosure of Business Interest and Financial Connections"
- CSC Resolution No. 1300455 dated March 04, 2013 on the "Review and Compliance Committee for the SALN"

Objective:

The Philippine Constitution mandates public officers and employees to 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). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, net worth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in



their households. As it is imbued with public interest, there is need to establish a review and compliance procedure in the filing and submission thereof and the specific committee to work on it thus this Memorandum.

Coverage:

It covers all plantilla-based personnel of the University regardless of employment status.

Specific Guidelines:

Section 1. Filing and Submission of SALN

- a. All plantilla-based personnel (plantilla personnel) shall file under oath their SALNs and Disclose of Business Interest and Financial Connections with the Human Resource Management Office (HRMO), to wit:
 - a.1. *Within thirty (30) days after assumption of office, statements of which must be reckoned as his/her first day of office;*
 - a.2. *On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;*
 - a.3. *Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her 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 SALNS

There shall be a designated Review and Compliance Committee to receive, through the HRMO and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filling thereof.

Section 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall submit to the Office of the University President, copy furnished the CSC, on or before May 15 of each year a list of the personnel, in alphabetical order, who:

- a. Filed their SALNs with complete data;
- b. Filed their SALNs but with incomplete data; and
- c. Did not file their SALNS.

Section 4. Ministerial Duty of the University President to Issue Compliance Order

Immediately after receipt of the aforementioned list and recommendation, it shall be 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 the said order.



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Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive in Section 4 thereof shall be a ground for disciplinary action. The President shall issue a show-cause order directing the concerned personnel 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 2017 Revised Rules of Administrative Cases in the Civil Service.

The penalty for failure to file SALN shall be:

- a. **1st offense – Suspension for one (1) day to six (6) months;**
- b. **2nd offense – Dismissal from the service.**

Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30

The HRMO shall transmit all original copies of the SALNS received to the concerned government offices on or before June 30 of every year as follows:

- a. SALN of the SUC President III (University President) to be submitted to the Office of the President of the Philippines; and
 - b. SALN of other officials and employees of the University to be submitted to the Office of the Deputy Ombudsman.
3. This Memorandum shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.
 4. The support and cooperation of all concerned are hereby solicited for the good of the service.
 5. For your information, guidance, and compliance.


RHODORA R. JUGO, EdD
University President



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MISSION
Advance knowledge generation and innovation, produce globally outstanding graduates, and transform communities towards inclusive progress.

Nourishing the mind, nurturing the heart, leading the future

