



OFFICE OF THE UNIVERSITY PRESIDENT

MEMORANDUM

No. 20, s. 2020

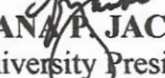
To : **All University Personnel**
Regular and Temporary

VP Honorato P. Panahon
VP Rhodora R. Jugo
VP Rachael R. Moralde

Subject : **Submission of Sworn Statement of Assets, Liabilities and**
Net Worth (SALN) for CY 2019

Date : **February 14, 2020**

1. As required by law under Art. XI, Section 17 of the 1987 Philippine Constitution, and Section 8 of Republic Act 6713, *all public officials and employees shall upon assumption of office and as often thereafter as may be required by law, submit and file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business interests and Financial connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households.*
2. Corollary to the above, all faculty and staff on permanent and temporary status are required to submit to the Human Resource Management Office the fully accomplished SALN form for CY 2019 on or before March 15, 2020.
3. As the 2013 Revised Guidelines on the SALN Form Sec. 8(1), and the 2017 Rules on Administrative Cases in the Civil Service, Rule 1:2(D) both provides that the "*Failure to file sworn statements of assets, liabilities and net worth and disclosure of business interest and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household 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*".
4. Dr. Eric G. Claudio is hereby assigned to sign in my behalf the accomplished SALN forms of the University personnel.
5. For your information, guidance and compliance.


FELICIANO P. JACOBA, Ed.D.
University President

Records :

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Republic of the Philippines
NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Gen. Tinio St., Cabanatuan City
Telefax No. (044) 463-0226

OFFICE OF THE PRESIDENT

MEMORANDUM

No. 20, s. 2019

TO : All University Personnel
[Regular and Temporary Status]
All Campuses

THRU : **DR. HONORATO P. PANAHON**
OIC, Office of Human Resource Management and Development

College Deans/Campus Directors
Division/Unit Heads

SUBJECT : **Submission of Sworn Statement of Assets, Liabilities and Networth (SALN) For 2018**

DATE : **February 27, 2019**

1. As stated in Art. XI, Section 17 of the 1987 Philippine Constitution and Section 8 of 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 reference to the above cited laws, all NEUST personnel are advised to submit their Statement of Assets, Liabilities and Networth (SALN) **on or before March 15, 2019** to the Human Resource Management and Development Office.
3. The **SALN Review and Compliance Committee** is hereby reminded to ensure that:
 - a. all University personnel are fully informed of their obligation and responsibility to punctually submit their SALN;
 - b. the form for SALN is fully/correctly filled-up by concerned personnel;
 - c. all regular faculty and staff are fully aware of the consequences for non-submission of their SALN; and,
 - d. the data base on essential information regarding compliance of the University on submission of SALN is properly kept subject to the Data Privacy Act of 2012.
4. As per the PBB Guidelines and RA 6713, failure to submit SALN is a ground for ineligibility to receive the PBB, and, may be made answerable to a specific legal action, respectively.
5. The University Legal Officer is hereby assigned to sign/notarize the duly accomplished SALN forms of the University personnel.
6. For your information, guidance and compliance.


FELICIANO P. JACOBA, Ed.D.
University President

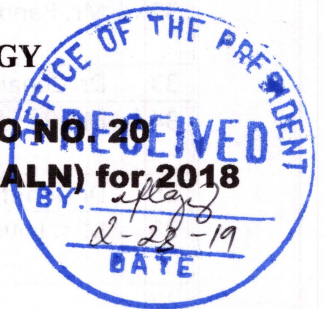


Republic of the Philippines
NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Cabanatuan City

MEMO NO. 20

Submission of (SALN) for 2018
RECORDS MANAGEMENT OFFICE

Receiving Copy



No.	Name	Designation/Position	Date	Signature
1	Dr. Feliciano P. Jacoba	University President		
2	Dr. Rhodora R. Jugo	VP for Academic Affairs	02/28/19	[Signature] OJT
3	Dr. Honorato P. Panahon	VP for Administration, Business and Finance	02/28/19	[Signature] OJT
		OIC, Human Resource Management & Development Department	2/28/19	[Signature]
4	Dr. Rachael R. Moralde	VP for Research, Extension and Training	2/28/19	[Signature]
5	Dr. Franklin T. Dumayas	Board Secretary	2/28/19	[Signature]
6	Dr. Jocelyn B. Cruz	Dean, Graduate School	2/28/19	[Signature]
7	Dr. Noel T. Florencondia	Dean, College of Engineering	2/28/19	[Signature]
8	Dr. Mario M. Abesamis, Jr.	Dean, College of Arts and Sciences	2/28/19	[Signature]
9	Dr. Maria Isidra P. Marcos	Dean, College of Information And Communications Tech. <i>Send thru messenger</i>	2-28	[Signature]
10	Dr. Jean N. Guillasper	Dean, College of Nursing	2-28	[Signature]
11	Dr. Mercedes G. Trajano	Dean, Office of Student Affairs	2-28	[Signature]
12	Mr. Ricardo M. Dizon	Caretaker. College of Industrial Technology	2/28/19	[Signature]
13	Dr. Marilou P. Pascual	Dean, College of Management & Business Technology <i>Send thru messenger</i>	2-28	[Signature]
14	Ms. Cristina Virginia B. Jimmy, Jr.	Dean, College of Criminology <i>Send thru messenger</i>	2-28	[Signature]
15	Dr. Angelica O. Cortez	Dean, College of Education <i>Send thru messenger</i>	2-28	[Signature]
16	Dr. Ofelia M. Bawan	Dean, College of Architecture	2/28/19	[Signature]
17	Dr. John T. Dumayas	Dean, College of Agriculture Gabaldon Campus	2/28/19	[Signature]
18	Dr. Ma. Teresita C. Vega	Director, San Isidro Campus <i>Send thru messenger</i>	2-28	[Signature]
19	Mrs. Lorna Patoc	Caretaker, Gabaldon Campus	2/28/19	[Signature]
20	Dr. Angelita N. Masa	Director, Fort Magsaysay Campus <i>Send thru messenger</i>	2-28	[Signature]
21	Engr. Rolando P. Corpuz	Director, Atate Campus <i>Send thru messenger</i>	2-28	[Signature]
22	Dr. Miguel R. Santos	Director, Northern Academic Extension Campus/ Head Procurement Office	2/28/19	[Signature]
23	Dr. Eric G. Claudio	Director, Southern Academic Extension Campus Director, Office of International & Domestic Institution Linkages	2/28/19	[Signature]
24	Dr. Analyn M. Gamit	Director, Quality Assurance	02/28/19	[Signature] OJT
25	Dr. Jo Neil T. Peria	Director, Training Department <i>Send thru messenger</i>	2-28	[Signature]
26	Dr. Sarah C. Alvarez	Director, Planning and Development Office	2/28/19	[Signature]
27	Mrs. Marivic N. Villegas	Director, Extension and Training Department	2/28/19	[Signature]
28	Mrs. Marilene C. Hipolito	Officer-In-Charge Research Department	02/28/19	[Signature]
39	Dr. Arjay F. Ortiz	Officer-In-Charge of Industrial Linkages and Coordination Office (ILCO)	02/28/19	[Signature]
30	Dr. Melissa Belinda P. Faronilo	Director, Office of University Admission & Registration	2/28/19	[Signature]
31	Dr. Ma. Lourdes R. Quijano	OIC, Literary & Cultural Development Center	2/28/19	[Signature] OJT

32	Mr. Randy R. Maliwat	Director, Management Information System	2-28-19	<i>M. Maliwat</i>	
33	Dr. Zenaida A. Villariaza	Director, Alumni and Placement Office	2-28-19	<i>Z. Villariaza</i>	
34	Mr. Randy M. Bañez	Director, National Services Training Program	2-28-19	<i>R. Bañez</i>	OTJ
35	Dr. Jeniffer L. Amaranto	Director, Sports Development	2-28-19	<i>J. Amaranto</i>	
36	Mrs. Lourdes S. Soro	Director, Curriculum Evaluation and Development	2-28	<i>L. Soro</i>	
37		Director, Human Resource Management & Development	2-28	<i>L. Soro</i>	
38	Engr. Virgilio N. Dulay	Director, Infrastructure Development Office and Director, Sumacab Campus	2-28	<i>V. Dulay</i>	
39	Engr. Sherwin F. Allado	Director, Building Maintenance and Office of General Services	2/28/19	<i>S. Allado</i>	OTJ
40	Mr. Raymond P. Senia	Director, Moral Recovery and Spiritual Uplift Program	2-28	<i>R. Senia</i>	
41	Mr. Andres T. Cruz	Chief, Administrative Officer	2/28/19	<i>A. Cruz</i>	OTJ
42	Mr. Severino C. Fortunato	Principal, Laboratory High School	2/28/19	<i>S. Fortunato</i>	OTJ
43	Mr. Eduardo R. Guillasper, Jr.	Finance and Management Officer	2/28/19	<i>E. Guillasper</i>	
44	SPO4 Romeo E. Lopez (Ret)	Chief, Civil Security Officer	2/28/19	<i>R. Lopez</i>	
45	Mrs. Adela M. De Leon	University Registrar	2/28/19	<i>A. De Leon</i>	
46	Dra. Margarita Belinda V. Gamilla	University Physician	2-28-19	<i>M. Gamilla</i>	
47	Dr. Consuelo J. Estigoy	University Librarian	2-28-19	<i>C. Estigoy</i>	
48	Atty. Bener O. Bauto	Legal Officer	02-28-19	<i>B. Bauto</i>	OTJ
49	Dr. Arneil Gabriel	FSU President	2-28-19	<i>A. Gabriel</i>	
50	Mr. Marius Adrian C. Pablo	USG President	2-28-19	<i>M. Pablo</i>	
51	Dr. Zenaida A. Villariaza	GAD Focal Person (OIC)	2-28-19	<i>Z. Villariaza</i>	
52	Dr. Yolanda I. Camaya	Secretary, Administrative Council	2/28/19	<i>Y. Camaya</i>	

53	Mr. Joel G. De Mesa	Head Supply Office	2-28-19	<i>J. De Mesa</i>	
54		Head Internal Audit	2/28/19	<i>J. De Mesa</i>	
55	Mr. Eduardo R. Guillasper, Jr.	Head Accounting Office	2/28/19	<i>E. Guillasper</i>	
56	Mrs. Delia A. Bayubay	Head Cashiers Office	2-28-19	<i>D. Bayubay</i>	
57	Ms. Rhealyn F. La Penia	Head Marketing Office	2-28-19	<i>R. La Penia</i>	OTJ
58	Dr. Lorinda E. Pascual	Head, Learning & Development Office	2-28-19	<i>L. Pascual</i>	
59	Mrs. Teodora S. Mangahas	Head Scholarship & Financial Assistance	2/28/19	<i>T. Mangahas</i>	
60	Mr. Almon M. Alegado	Head Office of the Student Organizations, Activities & Development	2/28/19	<i>A. Alegado</i>	OTJ
61	Dr. Lily G. Salangsang	Director, Data and Statistical Analysis Center	2-28	<i>L. Salangsang</i>	
62	Ms. Mary Claire Calura	Head, Guidance and Counselling Center	2/28/19	<i>M. Calura</i>	OTJ
63	Dr. Cristo Mark D. Ancheta	Head, Records Management Office	2-28	<i>C. Ancheta</i>	

Republic of the Philippines
NUEVA ECIJA UNIVERSITY OF SCIENCE AND TECHNOLOGY
Cabanatuan City
Office of the University President

September 11, 2018

MEMORANDUM

No. 114, Series 2018

TO : DR. HONORATO P. PANAHON
DR. LORINDA E. PASCUAL
MRS. MYRA S. CONCEPCION
MS. JENNA KRISTEL P. MUDLONG
MS. MARISTEL M. DELA CRUZ

SUBJECT : **Reconstitution of the University SALN Review and Compliance Committee**

The University Statement of Assets, Liabilities and Networth (SALN) Review and Compliance Committee is hereby reconstituted with the following as Head and Members:

Head	:	Dr. Honorato P. Panahon
Members	:	Dr. Lorinda E. Pascual
		Mrs. Myra S. Concepcion
		Ms. Jenna Kristel P. Mudlong
		Ms. Maristel M. Dela Cruz

The Committee shall:

1. Make available SALN forms at the HRMDD Office for utilization of concerned University personnel;
2. Receive the accomplished SALN forms and evaluate to determine whether said statements have been properly accomplished.
3. 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:

- a. The 1987 Philippine Constitution
- b. RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- c. CSC 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"

- d. CSC Resolution No. 1300455 dated 04 March 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 networth (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, networth 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 Disclosure of Business Interest and Financial Connections with the Human Resource Management and Development Department (HRMDD), to wit:
 - a.1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of 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 NIA (*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 HRMDD 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 filing 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 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 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 has 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 hereof 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:

- 1st offense -- Suspension for one (1) month and one (1) day to six (6) months;
- 2nd offense -- Dismissal from the service;

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

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

- SALN of the SUC President III (University President) to be submitted to the Office of the President of the Philippines;
- SALN of other Officials and Employees of the University to be submitted to the Office of the Deputy Ombudsman

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

Please be guided accordingly.


ENGR. FELICIANO P. JACOBA, ED.D.
SUC President III