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OIC, Office of the President

REPUBLIKA NG PILIPINAS
Republic of the Philippines
PAMANTASANG NORMAL NG PILIPINAS
Philippine Normal University
ANG PAMBANSANG SENTRO SA EDUKASYONG PANGGURO
The National Center for Teacher Education
Maynila
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UNIVERSITY CIRCULAR

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To: Vice-Presidents, Campus Executive Directors & Provost, Deans, Associate/Deputy Deans, Directors of Institutes/ Academic Offices / Administrative Services / University Centers, Heads of Academic and Administrative Units, Faculty and Administrative Staff

Subject: CREATION AND COMPOSITION of SALN REVIEW and COMPLIANCE COMMITTEE

The intended SALN Review Committee is actually called REVIEW AND COMPLIANCE COMMITTEE (RCC) as required in CSC Resolution No. 1300455 dated March 4, 2013.

The annual filing of SALN is required under the 1987 Philippine Constitution and under Republic Act No. 6713, also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Exempted from filing SALN are:

- those serving in honorary capacity (persons who are working in the government without service credit and without pay);
- those with position title of laborer (persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties); and
- casual or temporary workers (persons hired to do work outside what is considered necessary for the usual operations of the employer's business).

A. Composition

Chair	Vice-President for Finance and Administration
Vice Chair	Director of Human Resources Management and Development Services (HRMDS)
Members (3)	HR Officer II PNUFU Representative PNUAEA Representative

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Campus Level SALN Review Committee

Chair	Executive Director & Provost
Vice Chair	Director of Finance and Administration
Members (3)	Head, Human Resources Management and Development Unit Faculty Representative Employees' Representative

B. General function

The SALN Review Committee ensures that all employees of the PNU system comply with the SALN requirement upon entry in PNU, during employment, and exit from the University. Committee members are bound by non-disclosure obligations. Release of SALN is governed by Data Privacy and Freedom of Information policy of the University.

C. Specific Functions

1. To ensure that all PNU officials and employees file their SALN annually, including those holding career positions under temporary status. Husband and wife, who are both public officials or employees, may file their SALN jointly or separately.
2. To ensure that the SALN is filed within 30 days from the date of one's assumption of office, as well as within 30 days after separation from the service;
3. To prepare a list of employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN. Said list shall be submitted to the head of agency, copy furnished the CSC, on or before May 15 of every year.
4. To ensure that all PNU employees are using the proper SALN form, ensure the completeness of the declaration, and submit the SALN on time to the RCC.
5. Per CSC Resolution No. 1300174 dated January 24, 2013, the RCC shall inform the PNU President, as a matter of its ministerial duty as head of office must issue an order immediately upon receipt of the said list to require those who have incomplete data in their SALN to correct/supply the lacking information, and those who did not file their SALN to comply, within a non-extendible period of thirty (30) days from receipt of said order.
6. To guide the PNU officials and employees that failure to file a sworn SALN and disclosure of business interests and financial connections shall be a ground for administrative disciplinary action, without prejudice to criminal and civil liabilities as may be provided in the law. Under Section 46 (D) (8) of Rule X of the Revised Rules on Administrative Cases in the Civil Service, such failure shall be punishable with suspension of one month and one day to six (6) months for the first offense and dismissal from the service for the second offense.

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D. Terms of reference of each member

CHAIR	<ul style="list-style-type: none">• shall convene the RCC whenever necessary• shall inform the PNU President of those who have incomplete data in their SALN to correct/supply the lacking information, and those who did not file their SALN• shall make sure that CSC is provided the list of PNU officials and employees regarding SALN submission as required by law on or before May 15• shall ensure that all PNU officials and employees are informed about the SALN law
VICE CHAIR	<ul style="list-style-type: none">• shall ensure that PNU officials and employees are provided with the proper SALN forms• shall draw up schedule of SALN procedures within the year (May 15 deadline to PNU President and to CSC)• shall ensure that SALN contents are complete and correct
MEMBER: HRMDS Staff	<ul style="list-style-type: none">• shall make sure the SALN of concerned PNU officials and employee is filed within 30 days from the date of one's assumption of office, as well as within 30 days after separation from the service;• shall make sure that there is a storage space for SALN submitted by PNU officials and employees• shall assist the Vice Chair in making sure that SALN contents are complete and correct
MEMBER: PNUFU	<ul style="list-style-type: none">• shall ensure that all PNU faculty members in all campuses are informed about the SALN procedures• shall ensure that all PNU faculty members in all campuses submit their SALN to HRMDS before due date
MEMBER: PNUEA	<ul style="list-style-type: none">• shall ensure that all PNU administrative staff in all campuses are informed about the SALN procedures• shall ensure that all PNU administrative staff in all campuses submit their SALN to HRMDS before due date

The Executive Director & Provost shall ensure that the SALNs of faculty and staff of the campuses are submitted to the HRMDS on time and with proper transmittal of the inventory of submissions.



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