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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  
Manila



August 26, 2021

## UNIVERSITY CIRCULAR

No. 01  
Series of 2021

**TO:** Vice Presidents  
Campus Executive Directors & Provosts  
Deans  
Associate/Deputy Deans  
Directors of Institutes, Academic Offices, Administrative Services,  
and University Centers  
Heads of Academic and Administrative Units  
Campus Officials  
Faculty Members  
Administrative Staff

**SUBJECT:** Review and compliance procedure in the filing and submission of  
Statements of Assets, Liabilities, and Net Worth

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## OBJECTIVE

Pursuant to the 1987 Philippine Constitution, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and CSC MC No. 10, s. 2006, amended by CSC MC No. 3, s. 2013, all public officials and employees are required to accomplish and file under oath their Statement of Assets, Liabilities, and Net Worth (SALN) and disclosure of business interests and financial connections including those of their spouses and of unmarried children under eighteen (18) years of age living in their households. As it is bestowed with the public interest, the University established the following review and compliance procedure to guide all the officials, faculty, and administrative staff in the filing and submission of their respective SALN.

## COVERAGE

This circular shall cover all the officials, faculty, and administrative staff of the University with *plantilla* items regardless of employment status (permanent, temporary, co-terminus, and casual).

## GUIDELINES

### Section 1. Filing and Submission of SALN

1. All officials, faculty, and administrative staff with *plantilla* positions shall file under oath their SALNs and Disclosure of Business Interest and Financial Connections with the Human Resource Management and Development Services (HRMDS), to wit:
  - a. Within thirty (30) days after assumption of position in the office, declarations of which must be reckoned as of his/her first day of office;
  - b. On or before April 30 of every year thereafter declarations of which must be reckoned as of the end of the preceding year;
  - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
2. All employees are strictly required to fill in all applicable information needed in the forms, and all information shown must be true and supported by detailed statement of their SALNs. Items not applicable should be marked N/A (Not Applicable).

## **Section 2. Administration of Oath via online (CSC MC 13, s. 2020)**

1. All officials, faculty, and administrative staff with *plantilla* positions shall file under oath via online their SALNs and Disclosure of Business Interest and Financial Connections through the HRMDS, unless the circumstances require otherwise.
2. All officials, faculty, and administrative staff (Declarant) may file their SALNs through online, to wit:
  - a. The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via whatever available Communication Technology (e.g., Zoom, Google Meet, MS Teams, WebEx, and others). A “Communication Technology” is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.
  - b. The Administering Officer reviews the Declarant’s evidence of identity via video, if not personally known to the Administering Officer.
  - c. The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer. The Original shall refer to the electronic SALN or physical SALN, as the case may be.

- d. On the same day, the Declarant transmits a copy of the Original to the Administering Officer via fax or electronic means. A copy of a physical SALN refers to its scanned copy.
- e. The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scans the same.

- f. Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.
  - g. The Declarant then sends/delivers the copy to the HRMDS to comprise filing of the SALN, subject to the herein provisions on online filing or transmission.
  - h. The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting. The list shall be filed to the HRDMS within five (5) days from the last day of filing of the SALN for recording purposes.
3. It is reiterated that the proper form to be used by all officials and employees for the annual filing and submission of the SALN for the year 2020 shall be the Revised SALN Form (Revised as of January 2015) together with the Additional Sheets Form (Revised as of January 2015).

### **Section 3. Persons authorized to review and evaluate the submitted SALN**

Pursuant to CSC Resolution No. 1300455 dated March 4, 2013, the University created the Composition of the SALN Review and Compliance Committee through University Circular No. 02, s. 2020 as follows:

#### **For PNU Manila**

Chair:	Vice President for Finance and Administration
Vice Chair:	Director of the Human Resource Management and Development Services (HRMDS)
Members (3):	HR Officer
	PNU FU Representative
	PNU AEA Representative

## **For the Campus Level SALN Review and Compliance Committee**

Chair: Executive Director and Provost  
Vice Chair: Director for Finance and Administration  
Members (3): Head of the Human Resource Management and Development Unit  
Faculty Representative  
Employees' Representative

### **Section 4. Duties of the Review and Compliance Committee**

The SALN Review and Compliance Committee (RCC) shall ensure that all employees of the PNU system comply with the SALN requirements upon entry in PNU, during employment, and upon retirement and/or resignation from the University. The Committee members are bound by non-disclosure obligations. The Release of SALN is governed by the Data Privacy and Freedom of Information policy of the University.

The RCC, through the HRMDS, shall 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. If the same is not properly filed, they are required to inform the reporting individual and direct him/her to take the necessary corrective actions. In addition, the RCC shall prepare a list of the following employees in alphabetical order to be given to the University President and furnish a copy to the Civil Service Commission on or before May 15 of every year:

1. Employees who filed their SALNs with complete data;
2. Employees who filed their SALNs but with incomplete data, and
3. Employees who did not file their SALNs.

### **Section 5. Ministerial Duty of the President to Issue a Compliance Order for Certain Issues**

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 SALNs to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendable period of thirty (30) days from receipt of the 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.

The Head of the Agency/University President has the authority to administer the oath. However, the University President is allowed to delegate such authority, provided the delegation of authority is put into writing.

### **Section 6. Sanction for Failure to Comply/Issuance of a Show-Cause Order**

Failure to comply with the procedure, either not correcting the declaration for incorrect entries or not providing the needed information within the given period of compliance to the issued order, shall be a ground for disciplinary action. The University President shall thereby issue a show-cause order directing the concerned official, faculty, or administrative staff to

submit his/her comment or counter-affidavit, and if the evidence so warrants, proceed to the conduct of administrative proceedings pursuant to the 2017 Rules of Administrative Cases in the Civil Service (RACCS).

### **Section 7. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30**

The HRMDS shall transmit all original copies of the SALNs received and compiled, in an orderly manner, to the concerned offices on or before June 30 of every year.

### **REPEALING CLAUSE**

All prior issuances released inconsistent with this University Circular are considered revoked or modified accordingly relative thereof.

### **SEPARABILITY CLAUSE**

Release of subsequent issuance/s indicating any part of, or the provision itself, which is reflected as invalid, ineffective, or inconsistent, other provisions are not affected thereby shall remain in force and effect.

### **EFFECTIVITY**

These guidelines shall govern the filing and submission of the SALN by all concerned University officials, faculty, and administrative staff. This University Circular shall take effect immediately subsequent to the issuance and shall remain in force unless revoked/rescinded, cancelled, or superseded by a later issuance.

Widest dissemination of this information is requested.

  
**BERT JAZMIN TUGA, PhD**  
*President*