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### REVIEW AND COMPLIANCE PROCEDURE FOR THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, series of 2006, as amended by CSC MC No. 3, 2013, the Leyte Normal University shall adopt the following procedures in the filing of annual SALN.
2. The University President shall issue an advisory not later than the last week of January setting the last working day of March as the deadline of filing of the previous year's SALN at the HRM Office.
3. The receiving HR staff shall be responsible for monitoring and logging submissions. Moreover, the HRMO shall be responsible for the review of submitted SALNs as to the completeness of entries.
4. If the SALN is in order, the university president or, in his absence, the Chief Administrative Officer for Administration shall subscribe/administer the filed SALN of the employee/s.
5. All SALNs shall be submitted to the Office of the Regional Ombudsman not later than October 31, 2020 as per CSC MC No. 13, s. of 2020.
6. The Chief Administrative Officer for Administration shall likewise prepare a summary report to be submitted to the Office of the Ombudsman and the Civil Service Commission containing the following:
  - a. List of employees who filed their SALN with complete data
  - b. List of employees who filed their SALN with incomplete data
  - c. List of employees who did not file their SALN
7. Failure of an employee to correct/file his/her SALN within the set deadline shall be grounds for disciplinary action. The HRMO shall immediately draft a Show-Cause Memorandum to be signed by the University President requiring the employee to submit his/her comments or counter affidavit.
8. Section 46(D)(8) of Rule X of the CSC Revised Rules on Administrative Cases in the Civil Service (RRACCS) sets the following penalties for the offense of failure to file SALN:
  - a. First Offense - Suspension of one (1) month and one (1) day to six (6) months
  - b. Second Offense - Dismissal from the services
9. This is for strict compliance.

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