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## HUMAN RESOURCE DEVELOPMENT OFFICE

### **Review and Compliance Procedure on Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Financial and Business Interests**

1. All permanent and temporary University faculty members and staff file under oath their Statement of Assets, Liabilities and Net Worth and Disclosure of Financial and Business Interests and submit to their respective Director of Human Resource Development Office who is the Chair of the Review and Compliance Committee designated and authorized by the University President.
2. The Review and Compliance Committee receive and evaluate their SALNs if they have been submitted on time, complete and in proper form.
3. The Review and Compliance Committee prepare a list of the following University personnel, in alphabetical order, to the University President, on or before May 15 of every year:
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs but with incomplete data; and
  - c. Those who did not file their SALNs.
4. Within five (5) days from receipt of the aforementioned lists, the University President issues 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-extendible period of thirty (30) days from receipt of said order.

University personnel who fail to comply within the thirty (30) day period required or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of 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.

Heads of agencies/offices who fail to comply shall be liable for Simple Neglect of Duty, who 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.

5. The Review and Compliance Committee transmit all original copies of the SALNs received on or before June 30 of every year to the Office of the Ombudsman.