



Republic of the Philippines
DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
Bacolor, Pampanga

**Memorandum No. 047
Series 2019**

To : **Dir. ANNA C. DAYRIT** - Chairman
Ms. MELY G. LIANGCO - Member
Ms. DEBBIE ANN FATIMA N. BARRERA - Secretary

From : **Office of the University President**

Subject : **SALN Review and Compliance Procedure**

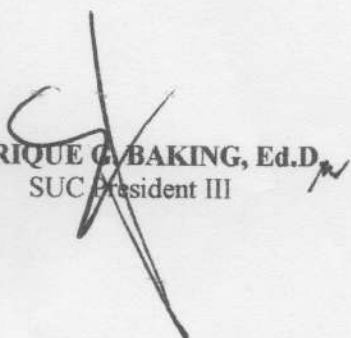
Date : **February 28, 2019**

1. You are hereby advised to strictly adhere to the following SALN review and compliance procedure, viz:

- The Chairman of the DHVTSU SALN Review Committee shall present and provide a copy of the approved Review and Compliance Procedure during the Administrative Council Meeting;
- The members of the Administrative Council will then cascade the-same to all the employees under them;
- The scanned copy of the SALN Review and Compliance Procedure shall be uploaded by the Committee Secretary in the university's TS page not later than October 1, 2019;
- The Committee Chairman (every first Monday of the succeeding year) issues a memo informing all DHVTSU officials and employees covered by RA No. 6713 to submit their duly accomplished SALN to the ADMINISO on or before the first Monday of February of the current year;
- The Committee Secretary receives and evaluates the SALN if the same has been submitted on time and that all fields are filled out with correct information;
- She will immediately inform the employees concern of any correction that has to be made. She also types the name of the Committee Chairman above the (Person Administering Oath) found at the last page of the form;

- The Committee Secretary submits the same to the HRMO (Committee Member) for final checking;
- The HRMO double checks the SALN and if satisfied as to the correctness and completeness of the form affixes her initials near the Person Administering Oath;
- The HRMO submits the forms to the Committee Chairman;
- The Committee Chairman signs the form and gives them back to the Committee Secretary;
- The Committee Secretary prepares a list of the following employees in alphabetical order, to be submitted to the Civil Service Commission:
 - 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.
- The Committee Chairman prepares the compliance order to (a) all employees who did not submit their sworn SALN (b) to all employees who submitted their sworn SALN but with incomplete data and recommends to the University President to issue a show-cause order to those who failed to submit within three days after issuance of the compliance order

2. Please be guided accordingly.


ENRIQUE C. BAKING, Ed.D.
SUC President III