

Southern Luzon State University
Lucban, Quezon

**Review and Compliance Procedure on the Filing and Submission of Statement of Assets,
Liabilities and Net Worth and Disclosure of Financial and Business Interests FY 2023**

1. All permanent and temporary teaching and non-teaching personnel of the University shall file under oath their Statement of Assets, Liabilities and Net Worth and Disclosure of Financial and Business Interests shall be received by the SALN Review and Compliance Committee thru the Human Resource Management Office, which is hereby constituted by the University President, to wit:

Frederick T. Villa, DT	Vice President, AFA/Chairperson
Marissa C. Esperal, PhD	Vice President, REPDI/Member
Gondelina A. Radovan, PhD	Vice President, AA/Mmeber
Melanie S. Cadao, DBA	Internal Audit Services/Member
Engr. Maribelle A. Gaytano	Director, PDO/Member
Patrice Grace A. Caneo, DBA	Acting Head, HRMO/Secretary
Erwin D. Villaverde, DBA	Chief Administrative Officer/Member

2. The Review and Compliance Committee shall receive and evaluate the SALNs and determine if they have been submitted on time, complete and in proper form.
3. The Review and Compliance Committee shall prepare the following list of the following personnel in alphabetical order, to the University President, on or before March 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 list, the University President issues an order requiring those who have incomplete data in their SALNs correct/supply the desired information and those who did not file/submit SALNs to comply with non-extendible period of thirty (30) days from receipt of said order.

University personnel who fail to comply 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.

5. The Review and Compliance Committee shall transmit all original copies of the SALNs received on or before May 31 of every year to the Office of the Ombudsman.


PATRICE GRACE A. CANEO, DBA
Acting Head, Human Resource Management Office