



# SOUTHERN LUZON STATE UNIVERSITY

## Human Resource Management Office

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### REVIEW AND COMPLIANCE PROCEDURE

#### Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Financial and Business Interests Fiscal Year 2025

In compliance with existing civil service and anti-graft regulations, the following procedure shall govern the filing, review, and submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Financial and Business Interests of all concerned personnel of the University:

#### 1. Coverage and Constitution of the Review and Compliance Committee

All permanent and temporary teaching and non-teaching personnel of the University shall file under oath their SALN and Disclosure of Financial and Business Interests.

The SALNs shall be received by the SALN Review and Compliance Committee through the Human Resource Management Office (HRMO), which is hereby constituted by the University President as follows:

<b>Dr. Arvin N. Natividad</b>	–	Vice President for Administration and Finance / Chairperson
<b>Dr. Marissa C. Esperal</b>	–	Vice President, REPDI / Member
<b>Dr. Dhenalyn A. Dejelo</b>	–	Vice President, Academic Affairs / Member
<b>Dr. Melanie S. Cadao</b>	–	Internal Audit Services / Member
<b>Asst. Prof. Jed Frank S. Marqueses</b>	–	Director, Planning Office / Member
<b>Margarita L. Placino, MPA</b>	–	Director, HRMO / Member

#### 2. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall:

- Receive and evaluate the submitted SALNs;
- Determine whether the SALNs were submitted on time;
- Ensure that the SALNs are complete and in proper form.

#### 3. Submission of Compliance Report

On or before **March 15 of every year**, the Review and Compliance Committee shall prepare and submit to the University President an alphabetical list of personnel classified as follows:

- 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. Compliance Order and Penalties

Within five (5) days from receipt of the aforementioned list, the University President shall issue an Order directing:

- Personnel with incomplete SALNs to correct and/or supply the required information; and
- Personnel who failed to file/submit their SALNs to comply within a **non-extendible period of thirty (30) days** from receipt of the Order.

Personnel who fail to comply within the thirty (30)-day period or who submit their SALNs beyond the prescribed period shall be considered as not having filed their SALNs.

Failure to File SALN shall carry the following penalties:

- **First Offense:** Suspension of one (1) month and one (1) day to six (6) months;
- **Second Offense:** Dismissal from the service.

#### 5. Transmittal to the Office of the Ombudsman

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.

Prepared by:

  
**MARGARITA L. PLACINO, MPA**  
 Director, Human Resource Management Office