



ISAT U Institutional Review and Compliance Procedure

Filing and Review of the Statement of Assets, Liabilities and Net Worth (SALN)

I. Purpose

This procedure establishes a systematic process for the filing, receipt, review, monitoring, and safekeeping of the Statement of Assets, Liabilities and Net Worth (SALN) of all university officials, faculty, and employees. It aims to ensure compliance with Republic Act No. 6713 and Civil Service Commission (CSC) regulations while promoting transparency, accountability, and integrity in public service.

II. Scope

This procedure shall apply to all officials, faculty, and employees of the University with permanent or temporary status who are required by law to file a SALN.

III. Legal Bases

- Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- CSC Resolution No. 1500088 (2015 Revised Rules on SALN)
- Civil Service Commission Memorandum Circulars on SALN
- Data Privacy Act of 2012 (RA No. 10173)

IV. Institutional Procedure

Step	Process	Responsible Office/Person	Output
1	HRMO prepares the annual SALN filing schedule and prepares a memorandum to be signed by the University President reminding all officials, faculty, and employees of the filing period and submission requirements.	Human Resource Management Office (HRMO)	Memorandum
2	Officials, faculty, and staff accomplish and sign the prescribed SALN form, ensuring completeness and accuracy.	Officials, Faculty, and Staff	Accomplished SALN
3	Officials, faculty and staff submit their duly accomplished SALN to the HRMO within the prescribed deadline.	Officials, Faculty, and Staff	Submitted SALN
4	HRMO coordinates with the Institutional Review and Compliance Committee (IRCC) informing them of the submitted SALN of	HRMO and IRCC	Notice of meeting

	officials, faculty, and staff and schedule for a meeting to review the SALN.		
5	IRCC conducts review of the SALN submitted by the officials, faculty, and staff to determine the completeness of the required entries and ensure that each SALN is duly accomplished and properly signed.	IRCC	Reviewed SALN
6	SALN with deficiencies are returned to the concerned official, faculty, and staff noting the required information to be accomplished.	Concerned Officials, Faculty, and Staff	Returned SALN with deficiencies noted for correction or filling up
7	Officials, faculty, and staff correct the identified deficiencies and resubmits the SALN within the prescribed period.	Concerned Officials, Faculty, and Staff	Corrected/Properly filled-up SALN
8	University Authorized Administering Officer or Notary Public signs SALN of officials, faculty and staff.	University Authorized Administering Officer or Notary Public	Duly signed SALN by the Authorized Administering Officer or Notary Public
9	HRMO prepares list of employees who submitted the SALN.	HRMO	List of Employees who filed their SALN
10	SALNs are segregated for submission to Office of the Ombudsman (physical copy), SALN masterlist containing the names of officials, faculty and staff to the Civil Service Commission Regional Office VI and ISAT U physical copy securely filed following records management and data privacy requirements.	HRMO	Submitted SALN to concerned government agency and filed for records purposes

V. Institutional Review Procedure

The review of the SALN shall be limited to determining the completeness of the submitted form and compliance with filing requirements. The University shall not make determinations regarding the truthfulness or valuation of declarations except as may be authorized by law.



The Institutional Review and Compliance Committee shall determine whether the SALN contains:

- Complete personal information
- Complete declaration of assets
- Complete declaration of liabilities
- Complete declaration of business interests
- Complete declaration of financial connections
- Complete declaration of relatives in government service
- Signature of the declarant
- Signature of University Authorized Administering Officer or signature and seal of the notary public, when applicable
- Proper date of execution
- Submission within the prescribed filing period

VI. Review Outcomes

A. Compliant

The SALN is accepted when:

- Filed within the prescribed deadline;
- Properly accomplished;
- Signed by the declarant;
- Signed by the University Authorized Administering Officer or properly notarized and sealed by a notary public when required;
- No obvious omissions in mandatory fields.

B. With Deficiencies

The SALN shall be returned for correction when:

- Required information is incomplete;
- Mandatory fields are blank;
- Missing signatures;
- None or Improper notarization; and
- computational errors or inconsistencies that are apparent on the face of the declaration.

Officials, faculty, and staff shall be given a reasonable period (generally five working days from receipt of the information) to correct the deficiencies.

C. Non-Submission

Failure to submit a SALN within the prescribed period shall result in:

- Written Notice of Non-Compliance;
- Inclusion in the University's SALN Compliance Monitoring Report;
- Possible administrative proceedings pursuant to RA 6713 and CSC rules.



VII. Compliance Monitoring

The HRMO shall maintain a SALN Compliance Monitoring System containing:

- Employee Name
- Position
- Office
- Date Submitted

VIII. Records Management

All SALNs shall:

- be maintained under the custody of the Human Resource Management Office or Records Office;
- be secured against unauthorized access;
- be released only upon written request and in accordance with the SALN Rules and the Data Privacy Act of 2012;
- be retained following the applicable National Archives of the Philippines retention schedule.

IX. Responsibilities

Human Resource Management Office

- Issue filing reminders.
- Receive SALNs.
- Review completeness.
- Maintain monitoring records.
- Prepare compliance reports.
- Recommend appropriate actions for non-compliance.

Employees

- File accurate and complete SALNs.
- Observe filing deadlines.
- Correct deficiencies within the prescribed period.

University President

- Ensure institutional compliance.
- Act on reports of non-compliance.
- Direct appropriate administrative action when warranted.

Legal Office

- Provide legal advice regarding SALN compliance.
- Assist in administrative proceedings when necessary.



X. Timeline

Activity	Timeline
Issuance of Filing Memorandum	January
Filing Period	On or before April 30 of every year
Initial Review	Within 10 working days after receipt
Correction of Deficiencies	Within 5 working days from notice
Final Compliance Report	Within 30 days after filing deadline

XI. Flow of the Process

