



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

**The National Engineering University**

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822

E-mail Address: [president@g.batstate-u.edu.ph](mailto:president@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

**Office of the University President**

**REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

**I. GUIDING PRINCIPLES**

**PUBLIC OFFICE IS PUBLIC TRUST.** Government officials and employees occupy positions vested with public trust. Thus, requiring him/her to put public interest over and above his/her own.

This is well settled in Section 2 of RA 6713, to wit: “it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest.”

**STANDARDS OF PERSONAL CONDUCT.** Eight norms of conduct have been established for government officials and employees to adhere to as provided for in Section 4 of RA 6713, to wit: “Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties (a) Commitment in public interest, (b) Professionalism, (c) Justness and sincerity, (d) Political neutrality, (e) Responsiveness to the public, (f) Nationalism and patriotism, (g) Commitment to democracy, and (h) Simple Living.”

**TRANSPARENCY AND ACCOUNTABILITY.** The primary use of the information on the SALN is to exhibit transparency and accountability.

This is provided for in Section 8 of RA 6713, to wit: “Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households.”

**II. SCOPE OF THE REVIEW**

All SALNs of permanent and temporary personnel of the University shall be covered by the review as hereinafter set forth.

**III. THE SALN REVIEW AND COMPLIANCE COMMITTEE**

Pursuant to the University President’s Memorandum Order 339, series of 2024 issued on 13 February 2024, the following composed the SALN Review and Compliance Committee:

**Chairperson** : VP for Administration and Finance  
**Members** : Assistant Director, HRMO  
President, Non-Academic Staff and Employees  
President, Faculty Confederation



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**Office of the University President**

Per the said Memorandum, the said chairperson and members have the following duties and responsibilities:

1. Ensure that all submission of the University have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act No. 6713 and its Implementing Rules and Regulations;
2. Determine the employees who have completed and filed their SALN; and
3. Certify the compliance of the University on the submission of SALN as per the Performance-Based Bonus implementing guidelines.

**IV. STANDARD PROCEDURES**

The SALN Review and Compliance Committee shall adhere to the following standard procedures:

**A. Filing and Submission of SALN on Time and to the Proper Official**

1. All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Office, to wit:
  - a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - b) On or before 30 July 2021 as extended by the Civil Service Commission (CSC) Memorandum Circular No. 06 s. 2021; and
  - c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).<sup>1</sup> All personnel must follow the specific instructions on filling out of SALN Forms as issued by the HRMO.

2. Upon receiving the SALN forms, the HRMO shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).<sup>2</sup>

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<sup>1</sup> Section I, Rule VIII of the IRR of RA 6713, as amended by CSC MC No. 10, s. 2006.

<sup>2</sup> Ibid.



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**Office of the University President**

3. Thereafter, the SALNs shall be transmitted to the SALN Review and Compliance Committee for its review. The Committee through the HRMO shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:
  - a. Those who filed their SALN's with complete data;
  - b. Those who filed their SALN's but with complete data; and
  - c. Those who did not file their SALNs.

The Committee shall then transmit the foregoing, together with a certification that the SALNs were reviewed pursuant to prescribed rules, to the University President.

4. Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the University President to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (3) days from receipt of the said Order.<sup>3</sup>

**B. Transmittal of All Submitted SALNs to the Concerned Agencies on or before June 30 every year<sup>4</sup>**

The University, through the HRMO shall transmit all the SALNs received to the concerned agencies (i.e. Office of the Deputy Ombudsman for Luzon) on or before June 30 every year (original and digitized copies). A certification from the University President on the authenticities of the digitized SALN submitted to the Office of the Deputy Ombudsman shall also be submitted. The CSC must also be copy furnished.

**V. UNIVERSITY'S COMPLIANCE**

1. **Call for Filing of SALNs.** On 12 March 2021, the University President issued Memorandum Order No. 302, s. 2021 on the Review and Compliance Procedures (RCP) in the Filing of Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections (DBCIF).

On 04 January 2024, the HRMO issued HR-Central Advisory No. 02, s. 2024 which provided the guidelines to be observed by the constituent campuses in relation to the issuance of the University President. **(Annex A)**

2. **Submissions of SALNs.** SALNs of University's personnel were submitted from January 2024 to March 2024. Thereafter it was initially reviewed by the HRMO for submission to SALN Review and Compliance Committee.
3. **Action by the SALN Review and Compliance Committee-Central.** The Committee made its independent review of the compliance of SALNs to the prescribed rules. After having found all submitted SALNs compliant, the Committees issued a certification to that effect. **(Annex B)**

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<sup>3</sup> CSC MC. No. 3, s. 2013

<sup>4</sup> Per item 10.6 of the Interagency Task Force on the harmonization of National Government Performance Monitoring, Information and Reporting Systems MC No. 2018-1, submission must be on or before every 30 April



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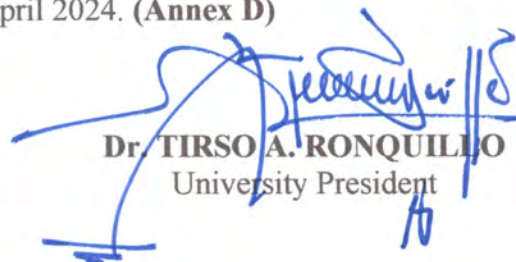
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**Office of the University President**

4. **Action of the University.** On 05 April 2024, the original copies of the Statement of Assets, Liabilities and Networth (SALN) of the officials and employees of the Batangas State University, The National Engineering University for the Fiscal Year 2023, as certified by the SALN Review and Compliance Committee, were submitted to the Office of the Ombudsman. (**Annex C**)

Seven Hundred Twenty-Seven (727) SALNs of officials and employees were submitted to the Ombudsman on 05 April 2024. The CSC was copy furnished with all submissions to the Ombudsman on 08 April 2024. (**Annex D**)

  
**Dr. TIRSO A. RONQUILLO**  
University President



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**Annex "A"**

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**Human Resource Management Office**

**HR-Central Advisory No. 2**  
**Series of 2024**

**TO : ALL CONCERNED**

**THRU : VICE PRESIDENTS AND CHANCELLORS**

**SUBJECT : REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF SALN AND DBCIF**

**DATE : 04 JANUARY 2024**

Pursuant to the Office of the University President (OUP) Memorandum No. 302, s. 2021 or the Review and Compliance Procedures (RCP) in the Filing of Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections (DBCIF), all constituent campuses are hereby advised of the following:

1. All constituent campuses shall create its own SALN Review and Compliance Committee (SRCC) which shall be referred to as the SRCC-Local. The duties of the committee is stated in Section IV of the RCP;
2. Prior to the review and evaluation of the SRCC-Local, the HRMO of each constituent campus shall be the first one to conduct the necessary evaluation of all submitted SALN and DBCIF as indicated in Section V of the RCP;
3. It is the responsibility of the HRMO concerned to inform all personnel under it as to the content and formalities prescribed under Republic Act (RA) 6713 and its IRR, including on matters stated under items A.1 to A.3 of the RCP (Section V-5, RCP);
4. All SRCC-Local, through the HRMO concerned, must submit the reports/documents referred to in Section V-B of the RCP to HRMO-Central on or before 22 January 2024. For reference, the reports to be submitted are the following with their corresponding templates;
5. The SRCC-Local, which is to be created by the Chancellor, shall be responsible for conducting the review and compliance procedure of all personnel under their respective constituent campuses (including extension campuses);
6. All HRMOs are hereby advised that all reports/documents referred to in Section V- B of the RCP must be submitted to the HRMO-Central on or before 22 January 2024. Thus:

Concerned	What to submit	Where to submit	When to submit
Campus HRMO	Endorsement of Accomplished SALNs, Templates 1 to 3	Local SRCC	Depending on the deadline set by the Local SRCC
Local SRCC	Endorsement of the Reviewed and Evaluated SALNs, Templates 2 and 4	Chancellor	Depending on the deadline set by the Chancellor
Chancellor	Endorsement of the Signed SALNs, Templates 2 and 5 All signed copies of SALNs	HRMO-Central	on or before 22 January 2024.

For information and guidance.

**Mrs. LOUWELYN L. ANDAL**  
 Asst. Director, HRMO-Central



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**Human Resource Management Office**

**Template 1**

Name: \_\_\_\_\_

CONTENT	SALN Review Form Compliant (Y or N)		Remarks
	Yes	No	
Manner of Filing			
<b>I. Personal Information</b>			
Declarant's Name			
Address			
Position			
Agency/Office			
Office Address			
Spouse			
Spouse's Position			
Agency/Office			
Office Address			
Unmarried Children below 18 y/o living in declarant's household			
Name			
Date of Birth			
Age			
<b>II. Assets</b>			
<b>II.A. Real Properties</b>			
Description			
Kind			
Exact Location			
Assessed Value			
Current Fair Market Value			
Acquisition Year/Mode			
Acquisition Cost			
<b>II. B. Personal Properties</b>			
Description			
Year Acquired			
Acquisition Cost/ Amount			
Total Assets			
<b>III. Liabilities</b>			
Nature			
Name of Creditors			
Outstanding Balance			
Total Liabilities			
Net Worth (Total Assets less Total Liabilities)			
<b>IV. Business Interests &amp; Financial Connections</b>			
Business Entity/ Enterprise			
Business Address			
Nature of Business and/or Financial Connection			
Date of Acquisition			
<b>V. Relatives in the Government</b>			
Name of Relative			
Relationship			
Position			
Name of Agency/ Office and Address			
<b>VI. Signature</b>			
Date Signed			
Signature of Declarant			
Signature of Co-declarant (if applicable)			
Government Issued ID			
ID Number			
Date Issued			

Reviewed by:

NAME  
Designation



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**Human Resource Management Office**

**Template 2**

No.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Last Name	First Name	Middle Name			

Total No of Filers:

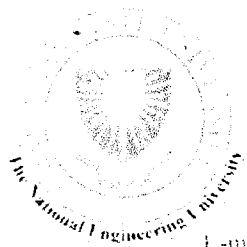
Total No. of Personnel Complement:

Prepared by:

NAME  
Head of HRMO

Noted:

NAME  
Chancellor



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**Human Resource Management Office**

**Template 3**

**(Letterhead)**

## **CERTIFICATION**

This is to certify that the Statements of Assets, Liabilities and Networth (SALNs) of the personnel of the (campus) whose names appear in the attached list, have been evaluated by the undersigned in accordance with the Section 2 of Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 2006.

Specifically, evaluation was done as regards the proper accomplishment of the SALN forms (i.e. if all applicable information/details required are provided by the files)

Issued this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

**NAME**  
**HRMO Head**





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**Human Resource Management Office**

**Template 4**

**(Letterhead)**

**CERTIFICATION**

This is to certify that the SALN submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this office.

Further, the review were made in accordance with the review and compliance procedures in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3, s. 2013 promulgated on March 4, 2013).

Issued this \_\_\_\_ day of \_\_\_\_\_.

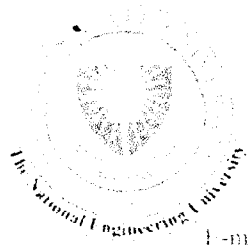
**NAME**

Chairperson

**NAME**  
Member

**NAME**  
Member

**NAME**  
Member



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**Human Resource Management Office**

**Template 5**

**(Letterhead)**

## **CERTIFICATION**

I, \_\_\_\_\_, hereby certify that the SALNs herewith submitted are original SALNs of personnel of BATANGAS STATE UNIVERSITY, as listed in the attached summary report of the Human Resource Management Office.

**NAME**  
Chancellor



Republic of the Philippines  
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**Office of the University President**

Memorandum Order No. **302**

Series of 2021

TO : **ALL CONCERNED**

THRU : **VICE PRESIDENT FOR ADMINISTRATION AND FINANCE  
CHANCELLORS**

SUBJECT : **Review and Compliance Procedures in the Filing and Submission  
of Statement of Assets, Liabilities and Networth and Disclosure  
of Business Interests and Financial Connections**

DATE : **12 MARCH 2021**

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In compliance to the provisions of Republic Act 6713, please be advised of the attached Review and Compliance Procedures (RCP) for the filing of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections (DBIFC).

The said RCP shall provide a guide on how the SALN Review and Compliance Committees (SRCCs) of the Central Administration and Constituent Campuses should evaluate all filed and submitted SALNs and DBIFCs to comply with the requirements of RA 6713.

For guidance and compliance.

  
**Dr. TIRSO A. RONQUILLO**  
University President

Cc: *Office of the University and Board Secretary  
Records Management Office, Central Administration*



Republic of the Philippines

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Batangas City

Tel. Nos. (043) 980-0385 loc. 1005 & 1004

E-mail Address

• Website Address

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## **HUMAN RESOURCE MANAGEMENT OFFICE-CENTRAL ADMINISTRATION**

### **REVIEW AND COMPLIANCE PROCEDURES (RCP) IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

#### **I. GUIDING PRINCIPLES**

**PUBLIC OFFICE IS PUBLIC TRUST.** Government officials and employees occupy positions vested with public trust. Thus, requiring him/her to put public interest over and above his/her own.

This is well settled in Section 2 of RA 6713, which states that: "it is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest.

**STANDARDS OF PERSONAL CONDUCT.** Eight norms of conduct have been established for government officials and employees to adhere to as provided for in Section 4 of RA 6713, *to wit*: "Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties (a) Commitment in public interest, (b) Professionalism, (c) Justness and sincerity, (d) Political neutrality, (e) Responsiveness to the public, (f) Nationalism and patriotism, (g) Commitment to democracy, and (h) Simple Living."

**TRANSPARENCY AND ACCOUNTABILITY.** The primary use of the information on the SALN is to exhibit transparency and accountability.

This is provided for in Section 8 of RA 6713, stating, thus: "Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households"

#### **II. OBJECTIVES**

1. To guide all SALN Review and Compliance Committees (SRCCs) of Batangas State University (BatStateU) in the review and compliance procedure that must be undertaken by all SALNs in compliance with all applicable laws, rules and regulations;
2. To ensure that the declarations of the University's personnel regarding their respective assets, liabilities, net worth, financial connections and business

interests are compliant with all the requirements of applicable laws, rules, and regulations.

### III. SCOPE OF THE RCP

1. These procedures shall apply to all SALNs of permanent and temporary personnel of the University, both of the Central Administration and Management, and Constituent Campuses. Casual and job order personnel of the University are not covered hereof<sup>1</sup>
2. The reckoning date for the required information, declaration and disclosure in the SALN Form is on **31 December 2020**. This means that all information, declaration and disclosure to be supplied by the declarant in the SALN Form shall be as of the reckoning date

### IV. THE SALN REVIEW AND COMPLIANCE COMMITTEE (SRCC)

1. Pursuant to the Civil Service Commission (CSC) Resolution No. 1300455 dated 4 March 2006<sup>2</sup>, the Central Administration and each constituent campus shall create its own SALN Review and Compliance Committee (SRCC). The SRCC of the Central Administration shall be referred to as **SRCC-Central** while the SRCC of the constituent campuses shall be referred to as **the SRCC-Local**.
2. The chairperson and members of the Committee shall have the following duties and responsibilities:
  - a. ensure that all submission of the University have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act No. 6713 and its Implementing Rules and Regulations;
  - b. determine the employees who have completed and filed their SALN; and
  - c. certify the compliance of the University on the submission of SALN as per the Performance-Based Bonus implementing guidelines
3. The SRCC-Local, which is to be created by the Chancellor, shall be responsible for conducting the review and compliance procedure of all personnel under their respective constituent campuses (including extension campuses).

On the other hand, SRCC-Central, which is to be created by the University President, shall be responsible for the consolidation of the review and compliance reports of constituent campuses. The SRCC-Central shall likewise be responsible for conducting the review and compliance procedure of all personnel under their respective constituent campuses. Note that the SALNs of designated officials shall be reviewed by the SRCC where their *plantilla* position belong.

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<sup>1</sup> CSC FAQs on SALNS, Version March 2019. For job orders, they are not covered since they are not considered as government employees.

<sup>2</sup> Review and Compliance Committee for the SALN.

## V. STANDARD PROCEDURES

### A. REVIEW BY THE HUMAN RESOURCE MANAGEMENT OFFICE (HRMO) CONCERNED

1. The HRMO concerned shall conduct the initial review to evaluate the compliance of all submitted SALNs as to the content and formalities prescribed under Republic Act No. 6713 and its Implementing Rules and Regulations (IRR).
2. In its review procedure, HRMO concerned must assure that before endorsing the SALNs to the SRCC, the matters outlined in items A.1 to A.3 below, including the sub-items thereof, have been reviewed;
3. The HRMO must assure that the following deadlines of submission of SALN and Disclosure of Business Interest and Financial Connections are properly cascaded to all personnel concerned:
  - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;

HRMOs, however, may prescribe an earlier date of submission considering the review and compliance procedure herein provided. This, however, must be properly cascaded to all personnel concerned.

4. After determination that all SALNs are properly accomplished in accordance with items A.1 to A.3 below, including the sub-items thereof, the HRMO concerned shall prepare a list of the following employees, in alphabetical order to be submitted to the SRCC:
  - a. Those who filed their SALN's with complete data;
  - b. Those who filed their SALN's but with complete data; and
  - c. Those who did not file their SALNs.

Such list must be attached to a certification, signed by the HR Officer concerned, attesting that all SALNs of personnel listed thereof were duly evaluated in accordance with this RCP and all applicable laws, rules and regulations.

5. It is the responsibility of the HRMO concerned to inform all personnel under it as to the content and formalities prescribed under Republic Act No. 6713 and its IRR, including on matters stated under items A.1 to A.3 below, including the sub-items thereof.

#### A.1. Manner of Filing

- A.1.1. Husband and wife who are **both** public officials and employees may file their SALN jointly or separately. In this regard, the declarant shall indicate the option chosen in the SALN Form.

A.1.2. The declarant who is single, widowed, legally separated, annulled or married to a private person shall tick off the box marked as “*Not Applicable*” in the SALN Form.

A.1.3. The change of the declarant’s civil status **after** 31 December 2020 shall **not** affect the nature of the declarant’s properties, liabilities and net worth as of the reckoning date. For example, if the declarant is single as of 31 December 2020 and married thereafter, all properties so declared in the SALN Form shall not be treated as part of the community property or the property regime agreed upon by the spouses

## A.2. Personal Information

A.2.1. The following personal information shall be provided: (a) declarant’s name and address; (b) name, position, office and office address of the declarant’s spouse; and (c) names, dates of birth and ages of the declarant’s unmarried children.

A.2.2. The declarant must indicate “*NA*” (“*Not Applicable*”) in the blank space for spouse if the declarant is single, widowed, legally separated or annulled as of 31 December 2020.

A.2.3. The declarant must also indicate “*NA*” in the appropriate blank space if the declarant has no unmarried children as of 31 December 2020.

## A.3. Contents of the SALN Form: Declaration of Assets

A.3.1. Assets include real properties and personal properties, **whether within or outside the Philippines or used in trade or business.**

A.3.2. If the declarant is single, widowed, legally separated or annulled as of 31 December 2020, all properties acquired by the declarant as of the reckoning date shall be declared as such.

A.3.3. If the declarant is married as of 31 December 2020, property ownership shall be determined based on whether the property is a community property, conjugal partnership property or exclusive property of either spouse.

A.3.3.1. ***Community property*** refers to a property owned by the spouses at the time of the celebration of the marriage or acquired thereafter, subject to the exceptions provided for by the law. In the absence of any marriage settlement, the property relations of the spouses shall be governed by the rules on absolute community of property under the Family Code of the Philippines. Prior to the enactment of the Family Code of the Philippines in 1987, however, the property relation of the spouses is covered by the rules on conjugal partnership of gains when there is no marriage settlement between the spouses.

The following are excluded from the community property:

(1) Property acquired during the marriage by gratuitous title by either spouse, and the fruits as well as income thereof, if any, unless it is expressly provided by the donor, testator or grantor that they shall form part of the community property;

(2) Property for personal and exclusive use of either spouse. However, jewelry shall form part of the community property, and

(3) Property acquired before the marriage by either spouse who has legitimate descendants by a former marriage, and fruits as well as the income, if any, of such property. (Article 92, Family Code of the Philippines).

A.3.3.2. **Conjugal partnership property** refers to a property acquired during the marriage, whether the acquisition appears to have been made, contracted or registered in the name of one or both spouses, unless proven to be excluded. This applies when the spouses agreed to be governed by the rules on the conjugal partnership of gains under the Family Code of the Philippines.

The following are conjugal partnership properties:

(1) Those acquired by onerous title during the marriage at the expense of the common fund, whether the acquisition be for the partnership, or for only one of the spouses;

(2) Those obtained from the labor, industry, work or profession of either or both of the spouses;

(3) The fruits, natural, industrial, or civil, due or received during the marriage from the common property, as well as the net fruits from the exclusive property of each spouse.

(4) The share of either spouse in the hidden treasure which the law awards to the finder or owner of the property where the treasure is found.

(5) Those acquired through occupation such as fishing or hunting;

(6) Livestock existing upon the dissolution of the partnership in excess of the number of each kind brought to the marriage by either spouse; and

(7) Those which are acquired by chance, such as winnings from gambling or betting.

However, losses therefrom shall be borne exclusively by the loser-spouse. (Article 117, Family Code of the Philippines).



A.3.3.3. **Exclusive property** refers to the separate property of either spouse, which is exclusively owned by him or her and does not form part of the community property or conjugal partnership property.

- If the property relations of the spouses is governed by the regime of absolute community, a property excluded from the community property is considered exclusive property of the spouse.
- If the regime of conjugal partnership of gains is agreed by the spouses, the following shall be the exclusive property of each spouse:
  - (1) Property brought to the marriage as his or her own;
  - (2) Property acquired during the marriage by gratuitous title;
  - (3) Property acquired by right of redemption, barter or exchange with property belonging to only one of the spouses; and
  - (4) Property purchased with exclusive money of the wife or husband.
- If the regime of separation of property is agreed by the spouses, their separate properties shall be their own exclusive property.

A.3.3.4. **“Total Assets”** shall be computed as the sum of the “Total Value of Real Properties” and the “Total Value of Personal Properties”.

#### A.3.1. Contents of the SALN Form; Declaration of Assets: Real Properties

A.3.1.1. Real properties refer to those which are considered as immovable property under Article 415 of the Civil Code of the Philippines.

For each real property, **the declaration shall include information on its description, kind, exact location, assessed value, current fair market value, year and mode of acquisition, and acquisition cost.**

- **Description** – refers to the specification of the real property, such as land, building, land with building, house and lot, condominium unit, and improvement.

Improvement refers to all works that are introduced to the real property after its initial acquisition. Improvement may be declared separately or together with the real property to which such improvement was introduced.

- **Kind** – refers to the use of the real property (i.e., residential, commercial, agricultural, industrial, or mixed use)

- o **Exact Location** – refers to the location of the real property based on in its latest tax declaration.
- o **Assessed Value** – refers to the assessed value of the real property based on in its latest tax declaration.
- o **Current Fair Market Value** – refers to the market value of the real property based on the latest zonal valuation issued by the Bureau of Internal Revenue (BIR)
- o **Year of Acquisition** – refers to a particular year in which the real property was acquired.
- o **Mode of Acquisition** – refers to the means in which the real property was acquired, **such as sale/purchase (by cash or on installment with real estate mortgage), construction/construction in progress, donation and succession/inheritance.**
- o **Acquisition Cost** – refers to the total cost spent to acquire the real property or the amount spent for the improvement introduced to the real property. **If a real property is acquired gratuitously (e.g., donation, succession), the acquisition cost shall be stated as zero (0)**

A.3.1.2. All real properties, which are registered, as of 31 December 2020, in the name of the declarant, his or her spouse or unmarried children **shall be declared.**

A real property which, as of the reckoning date, is already covered by a deed of conveyance (e.g., deed of absolute sale, contract of sale with real estate mortgage, deed of donation), as well as inherited real property (whether the settlement of estate has been filed in court or executed extra-judicially), **shall also be declared** although not registered yet in the name of the declarant, his or her spouse or unmarried children.

**Excluded** from the declaration is a real property, which is **already sold**, transferred or conveyed to a third person as of 31 December 2020 but the registration is still in the name of the declarant, his or her spouse or unmarried children.

A.3.1.3. If a real property is co-owned with other individual other than the declarant's spouse, the proportionate amount of the declarant's share shall be declared.

For example, if the declarant is living with another person without the benefit of marriage, the property acquired by both of them shall be governed by the rules on co-ownership.

A.3.1.4 All real properties of the declarant as well as of his or her spouse and unmarried children shall be declared, as follows:

1. **In case of joint filing**, all real properties of the spouses (as joint declarants), including their exclusive property, if any, shall be declared in the "Real Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.
2. The declarant who is **single, widowed, legally separated or annulled** must also declare all his or her personal properties in the "Real Properties" portion of the SALN Form and, if necessary, in the Additional Sheet/s for this purpose.
3. **In case of separate filing**, the exclusive properties of the declarant's spouse shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.
4. **The declarant who is married to a private person (meaning, not a government employee)** must also declare his or her spouse's exclusive properties in the Separate Sheet/s, which shall form part of the SALN Form.
5. **In all instances**, real properties owned by the declarant's unmarried children shall be declared in the Separate Sheet/s, which shall form part of the SALN Form.
6. The **"Total Value of Real Properties"** shall be determined using the acquisition cost of declarant's real properties, except those declared in the Separate Sheet/s as exclusive properties of the spouse or owned by the declarant's unmarried children. **For a real property acquired gratuitously (e.g., donation, succession), however, its declared current fair market value shall be used in the computation.**

A.3.2. Contents of the SALN Form: Declaration of Assets; Personal Properties

A.3.2.1 **Personal properties** refer to those which are considered as movable property under Article 416 of the Civil Code of the Philippines.

A.3.2.2. For each personal property, the declaration shall include information on its description, year acquired and acquisition cost or amount.

1. **Description** – refers to the specification of the personal property, such as jewelries, appliances, furniture, motor vehicles and other tangible or movable properties. It also includes investments and other assets, such as cash on hand or in bank, pensions, earnings and income from other sources, negotiable instruments, securities, stocks, insurance policies, bonds and the like.

Personal properties collectively acquired or are of minimal value may be described generally or collectively (e.g., jewelries, books).

1. ***Year of Acquisition*** – refers to a particular year in which the personal property was acquired. **In case of personal properties collectively acquired or are of minimal value<sup>3</sup>, the declarant may write “various years”.**
2. ***Mode of Acquisition*** – refers to the means in which the personal property was acquired, such as intellectual creation, sale purchase, donation and succession/inheritance.
3. ***Acquisition Amount*** – refers to the total amount of money paid to acquire the personal property or, in case of personal properties collectively acquired or are of minimal value, their accumulated total acquisition amount or estimated value. If a personal property is acquired gratuitously (e.g., donation, succession), the acquisition amount shall be the estimated current value of the personal property.
  - Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into the corresponding Philippine currency equivalent, at the rate of exchange prevailing as of 31 December 2020.
  - The amount of money (i.e., cash on hand or in bank) shall be declared based on the balance as of 31 December 2020.
  - In case of a property under a **contract to sell**, the **amount already paid** to the declarant as of 31 December 2020 shall be declared as personal property.
  - A personal property which is acquired through a chattel mortgage shall be declared by indicating its actual purchase price as the acquisition amount. **The outstanding balance of the mortgage loan as of 31 December 2020 shall be declared as a liability.**
  - All personal properties, which are **registered**, as of 31 December 2020, in the name of the declarant, his or her spouse or unmarried children shall be declared. A personal property which, as of the reckoning date, is already covered by any deed of conveyance (deed of absolute sale, contract of sale with chattel mortgage, deed of donation, etc.), as well as inherited personal property (whether the settlement of estate has been filed in court or executed extra-judicially), shall also be declared although not yet registered in the name of the declarant, his or her spouse or unmarried children.

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<sup>3</sup> The declarant may declare minimal valued properties collectively, according to the nature/kind of the personal property like books, and the declarant may use “various years” as year acquired (SALN FAOS v March 2019)

- **Excluded** from the declaration is a personal property, which is already sold, transferred or conveyed to a third person as of 31 December 2020 but the registration is still in the name of the declarant, his or her spouse or unmarried children
- All personal properties of the declarant as well as of his or her spouse and unmarried children shall be declared, as follows:
  - a. **In case of joint filing**, all personal properties of the spouses (as joint declarants), including their exclusive properties, if any, shall be declared in the "Personal Properties" portion of the SALN Form and, if necessary, in the Additional Sheets for this purpose.
  - b. The declarant who is **single, widowed, legally separated or annulled** must also declare all his or her personal properties in the "Personal Properties" portion of the SALN Form and, if necessary, in the Additional Sheets for this purpose.
  - c. **In case of separate filing**, the exclusive properties of the declarant's spouse shall be declared in the Separate Sheets, which shall form part of the SALN Form.
  - d. The declarant who is **married to a private person (meaning, not a government employee)** must also declare his or her spouse's exclusive properties in the Separate Sheets, which shall form part of the SALN Form.
  - e. **In all instances**, personal properties owned by the declarant's unmarried children shall be declared in the Separate Sheets, which shall form part of the SALN Form.

A.3.2.2. The "Total Value of Personal Properties" shall be determined using the acquisition amount of declarant's personal properties, except those declared in the Separate Sheets as exclusive properties of the spouse or owned by the declarant's unmarried children. **For a personal property acquired gratuitously (e.g., donation, succession), however, its estimated current value shall be used in the computation.**

#### A.3.4. Contents of the SALN Form; Declaration of Liabilities

A.3.4.1. Liabilities refer to financial liabilities or those which can result to a transfer or disposal of an asset arising from an obligation to pay. For each liability, the declaration shall include information on the nature, name of creditors and outstanding balance.

**Nature**— refers to the type of the liability, such as personal loan, salary loan, calamity loan and housing loan or mortgage.

**Name of Creditor** — refers to the name of the person or company to whom the outstanding balance of a declarant's liability is owed.

**Outstanding Balance** — refers to the amount of money that the declarant owes to the named creditor as of 31 December 2020.

A.3.4.2. All liabilities of the declarant as well as of his or her spouse shall be declared, as follows:

**In case of joint filing**, all liabilities of the spouses (as joint declarants) shall be declared in the "Liabilities" portion of the SALN Form and, if necessary, in the Additional Sheets for this purpose.

The declarant who is **single, widowed, legally separated or annulled** must also declare all his or her liabilities in the "Liabilities" portion of the SALN Form and, if necessary, in the Additional Sheet's for this purpose.

**In case of separate filing**, personal liabilities of the declarant's spouse (e.g., losses in gambling or betting) shall be declared in the Separate Sheet's, which shall form part of the SALN Form.

The declarant who is **married to a private person (meaning, not a government employee)** must also declare his or her spouse's liabilities in the Separate Sheet's, which shall form part of the SALN Form.

**In all instances**, it is presumed that the declarant's unmarried children, being minors, cannot on their own enter into a contract of loan or have a financial liability; hence, their liability, **if any, shall be for the account of their parents.**

A.3.4.3. "**Total Liabilities**" shall be the sum of the outstanding balance of all liabilities, except those declared in the Separate Sheet's as personal liabilities of the spouse

### A.3.5. Contents of the SALN Form: Declaration of Net Worth

A.3.5.1. Net Worth shall be computed by subtracting the "Total Liabilities" from the "Total Assets".

A.3.5.2. For purposes of computing the declarant's net worth, the acquisition cost (for real properties) or the acquisition amount (for personal properties) shall be used in the computation

**If a property is acquired gratuitously (e.g., donation, succession), however, the declared current fair market value of the real property, or the estimated current value of the personal property, shall be used.**

A.3.5.3. **In case of joint filing**, the declarant's net worth shall include that of his or her spouse

**In cases of separate filing or where the declarant is married to a private person (meaning, not a government employee),** the declarant's net worth shall exclude the exclusive properties as well as the personal liabilities of the spouse

A.3.5.4. **In all cases,** the declarant's net worth shall exclude all properties of his or her unmarried children.

#### A.3.6. Contents of the SALN Form: Declaration of Business Interests and Financial Connections

A.3.6.1. **Business interest** refers to the involvement in any trade or profession, along with any direct or pecuniary interest, in any business entity or enterprise. This may refer to being a proprietor, investor, promoter, partner, shareholder, member and the like

A.3.6.2. **Financial connection** refers to any connection with a business entity or enterprise as officer, managing director, executive, creditor, lawyer, consultant or adviser, and the like, with an expectation of remuneration for services rendered.

A.3.6.3. The declarant shall declare his or her existing business interest or financial connection in any business entity or enterprise. For each declaration, information on the name of business entity or enterprise, business address, nature of business interest or financial connection, and date of acquisition of interest or connection shall be provided.

A.3.6.4. **Business Entity or Enterprise** -- refers to the name of business entity or enterprise where the declarant, his or her spouse and unmarried children has a business interest or financial connection.

**Business Address** -- refers to the exact address of the business entity or enterprise.

**Nature of Business Interest or Financial Connection** -- refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like.

**Date of Acquisition of Interest or Connection** -- refers to the year in which the business interest or financial connection was first established.

A.3.6.5. All business interests and financial connections of the declarant as well as of his or her spouse and unmarried children shall be declared, as follows:

**In case of joint filing,** all business interests and financial connections of the spouses (as joint declarants) shall be declared in the "Business Interests and Financial Connections" portion of the SALN Form and, if necessary, in the Additional Sheets for this purpose.

• The declarant who is **single, widowed, legally separated or annulled** must also declare all his or her business interests and personal properties in the “Personal Properties” portion of the SALN Form and, if necessary, in the Additional Sheet s for this purpose.

• **In case of separate filing**, the business interests and financial connections of the declarant’s spouse shall be declared in the Separate Sheet s, which shall form part of the SALN Form

The declarant who is **married to a private person (meaning, not a government employee)** must also declare his or her spouse’s business interests and financial connections in the Separate Sheet s, which shall form part of the SALN Form

• **In all instances**, business interests and financial connections of the declarant’s unmarried children shall be declared in the Separate Sheet s, which shall form part of the SALN Form.

A.3.6.6. **If none** of the declarant, his or her spouse and unmarried children has a business interest or financial connection, **the declarant shall tick off the appropriate box in the SALN Form.**

A.3.7. Contents of the SALN Form: Disclosure of Relatives in the Government

A.3.7.1. The declarant shall disclose his or her relatives in the government within the fourth (4th) civil degree of relationship, either by consanguinity or affinity, including bilas, inso and balae.

For each declaration, information on the name of relative, relationship, position, and name of agency or office and address shall be provided.

• **Consanguinity** – refers to the relationship by blood from the same stock or common ancestor

• **Affinity** – refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband.

**Relatives Within the Fourth (4th) Civil Degree of Relationship** refer to the following:

Degree	Relationship By Consanguinity	Relationship By Affinity
First (1st)	Declarant’s father, mother, son and daughter	Declarant’s father-in-law, mother-in-law, son-in-law and daughter-in-law
Second (2nd)	Declarant’s brother, sister, grandmother, grandfather, grandson and granddaughter	Declarant’s brother-in-law, sister-in-law, grandmother-in-law and grandfather-in-law, grandson-in



Third (3rd)	Declarant's nephew, niece, uncle and aunt	Declarant's nephew-in-law, niece-in-law, uncle-in-law and aunt-in-law
Fourth (4th)	Declarant's first cousin	Declarant's first cousin-in-law

**Balae** refers to a parent of the declarant's son-in-law or daughter-in-law

**Bilas** refers to a declarant's brother-in-law's wife or sister-in-law's husband.

**Inso** refers to the appellation for the wife of an elder brother or male cousin.

A.3.7.2 **In case the declarant and his or her spouse are public officials or employees and they have opted to file their SALN jointly**, they shall indicate all their relatives within the relationship as above-described in the "Relatives in the Government" portion of the SALN Form

A.3.7.3. In case the declarant has **no relative** in the government within the relationship as above-described, the declarant **shall tick off the appropriate box in the SALN Form.**

#### A.3.8. Signature/s

A.3.8.1 The declarant must sign the "Signature of Declarant" portion of the SALN Form.

A.3.8.2. **If the declarant is married**, the declarant **shall also obtain the signature of his or her spouse** in the "Signature of Co-Declarant Spouse" portion of the SALN Form

**This rule shall apply even if the declarant's spouse, who is a public official or employee, has opted to file his or her SALN separately.**

A.3.8.3. If the signature of the spouse **cannot** be obtained, an **explanation should be attached to the SALN Form.**

#### A.3.9. Other Matters

A.3.9.1. In order to prevent unauthorized insertions or pulling out of pages, pagination shall read as page 1 of number of pages, page 2 of number of pages, and so on.

A.3.9.2. The declarant is **strictly required** to fill all the required information in the SALN Form; otherwise, such items should be marked with "NA" or "not applicable".

- A.3.9.3. Filling up of the SALN Form may be handwritten, computerized or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he opts to fill up the form by handwriting.
- A.3.9.4. Additional Sheets may be used, if necessary, to declare additional list of the declarant's assets, liabilities and business interests and financial connections.
- A.3.9.5. Separate Sheets shall be used to declare the exclusive properties of the declarant's spouse, properties owned by the declarant's unmarried children and their business interests and financial connections.
- A.3.9.6. No unnecessary markings shall be made on the SALN Form.
- A.3.9.7. **For personnel of the Central Administration**, they may take their oath before the **Vice President for Administration and Finance (VPAF)**. **For personnel of constituent campuses**, they may take their oath before their **respective Chancellors**. **In all cases**, the declarant may opt to take his/her oath before other persons authorized to administer oath such as notary.<sup>4</sup>

## **B. ACTION BY THE SRCC CONCERNED**

1. Upon receipt of the list and certification stated in Section V.A.4 hereof from the HRMO concerned, the SRCC shall make an independent review of the submitted SALNs. In its review, the SRCC shall likewise take into consideration the matters indicated in items A.1 to A.3 above, including the sub-items thereof, and determine the SALNs compliance with all applicable laws, rules and regulations.
2. After determination that all SALNs are properly accomplished in accordance with items A.1 to A.3 below, including the sub-items thereof, the SRCC concerned shall prepare a list of the following employees, in alphabetical order to be submitted to the SRCC-Central (in case of constituent campuses) University President (in case of SRCC-Central):
  - a. Those who filed their SALN's with complete data,
  - b. Those who filed their SALN's but with complete data, and
  - c. Those who did not file their SALNs.

Such list must be attached to a certification, signed by the chairperson and members of the SRCC concerned, attesting that all SALNs of personnel listed thereof were duly evaluated in accordance with this RCP and all applicable laws, rules and regulations.

3. **In case of SRCC-Local**, they must submit the requirements of item 2 hereof to SRCC-Central within the period prescribed by the latter, for consolidation. **The Chancellor concerned, on the basis of the review of SRCC-Local, shall be the one to transmit the SALNs to SRCC-Central.** The SRCC-Central, thereafter, shall submit the consolidated report to the

University President. The consolidated report shall include the following (all university-wide):

1. Those who filed their SALN's with complete data;
2. Those who filed their SALN's but with complete data; and
3. Those who did not file their SALNs.

The SRCC-Central shall also submit all the certifications issued by all HRMOs and SRCC-Local.

### **C. ACTION BY THE UNIVERSITY PRESIDENT**

1. Within five (5) days from receipt of the aforementioned list and recommendation of the SRCC-Central, it shall be the ministerial duty of the University President to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (3) days from receipt of the said Order.<sup>5</sup>
2. The University, through the HRMO-Central, shall transmit all the SALN's received to the concerned agencies (i.e. Office of the Deputy Ombudsman for Luzon) on or before June 30 every year (original and digitized copies). A certification from the University President on the authenticities of the digitized SALN submitted to the Office of the Deputy Ombudsman shall also be submitted. The CSC must also be copy furnished.<sup>6</sup>

Issued this 9<sup>th</sup> day of March, 2020.

  
**Dr. TIRSO A. RONQUILLO**  
University President

<sup>5</sup> CSC MC. No. 3, s. 2013.

<sup>6</sup> Unless otherwise the period is adjusted by the agency concerned



Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**  
**The National Engineering University**

**Annex "B"**

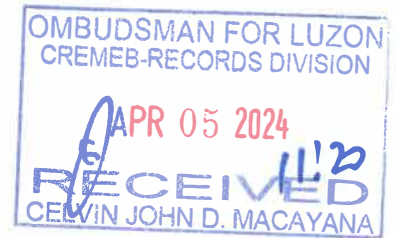
Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1104/1105

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Summary List of Filers  
Statement of Assets, Liabilities and Net Worth  
Calendar Year 2023

**CERTIFICATION**



This is to certify that the SALNs submitted/included in the Summary List of Filers from the Central Administration were reviewed and found compliant by the Review and Compliance Committee.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3, s. 2013 promulgated on March 4, 2013).

Issued this 6<sup>th</sup> day of March 2024.

Atty. **LUZVIMINDA C. ROSALES, CPA**  
Chairperson

Mrs. **LOUWELYN L. ANDAL**  
Member

Dr. **RENSON A. ROBLES**  
Member

Mr. **DON CARLO BRAVO B. CUYA**  
Member



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**Human Resource Management Office**

## CERTIFICATION

This is to certify that the SALN submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedures in filling and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3, s. 2013 promulgated on March 14, 2013)

Issued this 26<sup>th</sup> day of February 2024.

**Asst. Prof. SHIRLYNE M. GUHIT**

Chairperson, SRCC

Vice Chancellor for Administration and Finance-Pablo Borbon  
Head, Human Resource Management Office-Pablo Borbon

**Ms. ROSEANNE R. DELA CRUZ**

Member, SRCC

Head, Internal Audit Services-Pablo Borbon

**Mrs. ANALIZA A. FRANE**

Member, SRCC

President, NASA-Pablo Borbon

**Asst. Prof. FERDINAND M. AGENA**

Member, SRCC

President, Faculty Association-Pablo Borbon



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**Human Resource Management Office**

## CERTIFICATION

This is to certify that the SALN submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this office.

Further, the review were made in accordance with the review and compliance procedures in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3, s. 2013 promulgated on March 4, 2013).

Issued this 26<sup>th</sup> day of January 2024.

Assoc. Prof. MYRNA A. COLIAT  
Chairperson

Engr. SUZETTE M. MERCADO  
Member

Asst. Prof. ISRAEL P. PEÑERO  
Member



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**Human Resource Management Office**

**CERTIFICATION**

This is to certify that the SALN submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this office.

Further, the review were made in accordance with the review and compliance procedures in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3, s. 2013 promulgated on March 4, 2013).

Issued this 22<sup>nd</sup> day of January 2024.

**Dr. MICHAEL C. GODOY**

Chairperson

**Ms. RHEA M. DURAN**

Member

**Asst. Prof. NELLA A. ROSIMA**

Member

**Asst. Prof. RAINIER VINCENT B. ABANTE**

Member



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**Human Resource Management Office**

## CERTIFICATION

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3, s. 2013 promulgated on March 04, 2013).

Issued this 6<sup>th</sup> day of February, 2024.

**Ms. JOSEPHINE D. VERGARA**  
Vice Chancellor for Administration and Finance  
Chairperson

**Ms. AIMEE ROXANNE U. PERCANO**  
Head, Human Resource Management Office  
Member

**Ms. ELLAINE G. LID-AYAN**  
President, Non-Academic Staff Association  
Member

**Assoc. Prof. JOSEPH D. BALANGAY**  
President, Faculty Association  
Member





Republic of the Philippines  
**BATANGAS STATE UNIVERSITY**

**The National Engineering University**

**JPLPC-Malvar Campus**

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**Human Resource Management Office**

**Template 4**


**CERTIFICATION**


This is to certify that the SALN submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this office.

Further, the review was made in accordance with the review and compliance procedures in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by MC No. 3 s. 2013 promulgated on March 4, 2013).

Issued on 15<sup>th</sup> day of February, 2024.

  
**Engr. JOVITO P. PERMANTE**  
Chairperson

  
**Dr. SHARON G. ANGULO**  
Member

  
**Assoc. Prof. ROSANA C. LAT**  
Member

  
**Dr. AMADO C. GEQUINTO**  
Member



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**BATANGAS STATE UNIVERSITY**

**The National Engineering University**

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E-mail Address: [president@g.batstate-u.edu.ph](mailto:president@g.batstate-u.edu.ph) | Website Address: <http://www.batstate-u.edu.ph>

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**Office of the University President**

Memorandum Order No. **339**

Series of 2024

TO : **ALL CONCERNED**

SUBJECT : **SALN Review and Compliance Committee, Central Administration**

DATE : **13 FEBRUARY 2024**

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Pursuant to CSC Memorandum Circular No. 10, s. 2016 on Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections and CSC Resolution No. 1300455 dated March 4, 2006 on review and Compliance Committee for the SALN, the following are hereby assigned as Chairperson and Members of the SALN Review and Compliance Committee:

Chairperson : Vice President for Administration and Finance

Members : Assistant Director, Human Resource Management

President, Non-Academic Staff Association

President, Faculty Confederation

You shall perform the following duties and responsibilities:

1. Ensure that all submission of the University have substantially complied with the minimum requisites for the content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations;
2. Determine the employees who have completed and filed their SALN; and
3. Certify the compliance of the University on the submission of SALN as per the Performance-Based Bonus implementing guidelines.

Any issued memorandum in conflict hereof is hereby repealed.

For guidance and compliance.

  
**Dr. TIRSO A. RONQUILLO**  
University President

cc: *Office of the University and Board Secretary*  
*Records Management Office, Central Administration*  
*Human Resource Management Office, Central Administration*



Republic of the Philippines  
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**Annex "C"**

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**CERTIFICATION OF COMPLIANCE**  
**SALN /Submission/Filing**

This certifies that the **BATANGAS STATE UNIVERSITY - The National Engineering University** fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2023.

This also attests that all submissions of the agency concerned has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its implementing Rules and Regulations, which are as follows:


- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

This certifies that out of **727** employees qualified for PBB under the 2013 PBIS Guidelines, **727** employees have completed and filed their SALN as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE (%)
BatStateU - Proper	514	514	100%
BatStateU - ARASOF Nasugbu	139	139	100%
BatStateU -JPLPC Malvar	74	74	100%

The agency has forwarded/filed all SALNs with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials; etc.), in accordance with RA 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the 22nd day of March, 2024 at Batangas City, Philippines.

  
**Atty. LUZVIMINDA C. ROSALES, CPA**  
 Chairman  
 Review and Compliance Committee

  
**Mrs. LOUWELYN L. ANDAL**  
 Member

  
**Dr. RENSON A. ROBLES**  
 Member

  
**Mr. DON CARLO BRAVO B. CUYA**  
 Member



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**Human Resource Management Office**

*File*

1<sup>st</sup> Endorsement  
April 8, 2024



Respectfully forwarded to the Civil Service Commission, Regional Office No. 4 through the Civil Service Office, Batangas City the hereto attached Statement of Assets, Liabilities and Net Worth Summary Report of the Officials & Employees of the **BATANGAS STATE UNIVERSITY** -The National Engineering University, Batangas in compliance to Regional Circular No. 2001-2-01 of the Civil Service Commission Regional Office No. 4.

Please acknowledge receipt hereof.

**Mrs. LOUWELYN L. ANDAL**  
Assistant Director, HRM Office