



Republic of the Philippines

Mountain Province State Polytechnic College

Bontoc, Mountain Province

OFFICE OF THE COLLEGE PRESIDENT

Vision

A preferred University of developmental culture and inclusive growth.

Mission

It shall produce globally competitive leaders molded from a tradition of excellence in instruction, research, effective governance, sustainable entrepreneurship. It shall share responsibility in cultural vitality and well-being of the community.

Goals

1. Attain and sustain quality and excellence;
2. Promote relevance and responsiveness;
3. Broaden access and equity;
4. Enhance efficiency and effectiveness; and
5. Develop harmony within the college and with stakeholders and benefactors.

Quality Policy

MPSPC in its aim to fully enhance its programs and services commits to deliver high standards of satisfaction responsive to the needs of its clients and compliant to applicable statutory and regulatory requirements while continually improving its systems and processes.

Member

- Edu-connect Southeast Asian Association
- University Mobility in the Asia Pacific
- Philippine Council for Agriculture, Aquatic and Natural Research and Development
- Cordillera Health Research and Development Consortium



Linkages

- Agricultural Cooperative Development International / Volunteers in Overseas Cooperative Assistance
- Sekolah Tinggi Ilmu Ekonomi – Perbanas Surabaya, Indonesia
- Kaohsiung Medical University, Taiwan
- National Taitung University, Taiwan
- National Research Council of the Philippines



Memorandum Order No. PRFC-034A, s. 2020

To: **ALL PERMANENT FACULTY MEMBERS AND NON-TEACHING PERSONEL**

From: **REXTON F. CHAKAS**
SUC President III

Re: **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

Date: **02 MARCH 2020**

In line with the continuing commitment of the College to pursue quality and excellence in the delivery of services to its stakeholders, the College hereby adopts the guidelines and procedures in the filing and submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connection.

RATIONALE:

Public office is imbued with public trust. No less than the Constitution of the Philippines mandates public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, net worth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households. As it is endowed with public interest and to promote integrity and accountability in the public service, there is need to establish review and compliance procedure in the filing and submission thereof.

GENERAL GUIDELINES:

Section 1. Filing and Submission of SALN

- a. All regular personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource and Management Office (HRMO), to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;





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- ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
 - iii. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
- b. 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).

Section 2. Persons authorized to review and evaluate the submitted SALN

There shall be a designated SALN Review and Compliance Committee to receive, through the HRMO and evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing and submission of SALN.

Section 3. Duties of the Review and Compliance Committee

The review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency. The list shall be furnished to the Civil Service Commission on or before May 15 of every year unless there are issuances extending the submission of the same:

- a. Those who filed their SALN's with complete data;
- b. Those who filed their SALN's but with incomplete data, and
- c. Those who did not file their SALN's.

Section 4. Ministerial Duty of the College President to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the College 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-extendable period of three (3) days from receipt of said order.

Assets and /or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that year, as the same came to his/her knowledge only after he/she filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. The President shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidences so warrants, proceed with the conduct of the administrative proceedings pursuant to the



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Revised Rules of Administrative cases in the Civil Service (RRACS). The offense for failure to file SALN shall be:

1st offense – Suspension for one (1) month and one (1) day to six (6) months

2nd offense – Dismissal from the service

Section 6. Transmittal of all submitted SALNs to the Office of the Ombudsman and other agencies on or before June 30 of every year

The HRM Office shall transmit all original copies of the SALNs received to the Office of the Ombudsman, and other concerned agencies on or before June 30 of every year unless there are subsequent issuances extending the submission of the same.

COVERAGE:

This directive shall cover all permanent and co-terminus personnel if there are any of the College.

EFFECTIVITY:

This directive shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

For guidance, compliance and commitment of all personnel.

