



ROMBLON STATE UNIVERSITY

OFFICE OF THE UNIVERSITY PRESIDENT

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ISO 21001:2018
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RSU Vision

A research-based academic institution committed to excellence and service in nurturing globally competitive workforce towards sustainable development

RSU Mission

Romblon State University shall nurture an academic environment that provides advanced education, higher technological and professional instruction and technical expertise in agriculture and fisheries, forestry, engineering and technology, education, humanities, sciences and other relevant fields of study and collaborate with other institutions and communities through responsive, relevant and research-based extension services.

RSU Quality Policy

Romblon State University commits to provide higher education through quality instruction, research, production, and community-based extension services that meet or exceed the requirements and expectations of the university's stakeholders. It will comply with international standards, applicable statutory and regulatory requirements, and continually improve the Quality Management System's effectiveness through periodic monitoring and evaluation toward sustained remarkable outcomes.

RSU Core Values

Stewardship
Competence
Resilience
Integrity
Balance
Excellence
Service

These Core Values serve as our guiding principle in our efforts to make ROMBLON STATE UNIVERSITY a recognized HUB in the region and beyond.

RSU GUIDELINES AND PROCEDURES FOR THE SUBMISSION AND COMPLIANCE REVIEW OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND FINANCIAL DISCLOSURES

I. BACKGROUND AND LEGAL BASIS

- Section 17, Article XI of the 1987 Philippine Constitution** states that public officers and employees shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath a Statement of Assets, Liabilities, and Net Worth (SALN).
- Section 8 of Republic Act No. 6713**, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees requires public officials and employees to accomplish and submit declarations under oath their assets, liabilities, net worth and financial and business interests.
- The Civil Service Commission (CSC) issued resolutions** requiring compliance with the procedures for the submission and review of the Statement of Assets, Liabilities, and Net Worth (SALN):
 - Resolution No. 1100356 dated March 15, 2011;
 - Resolutions No. 1300173 and No. 1300174 dated January 24, 2013;
 - Resolution No. 1500088 dated January 23, 2015;
 - Resolution No. 2400263 dated April 5, 2024; and
 - Resolution No. 2500632 dated June 25, 2025
- The Anti-Red Tape Authority (ARTA) requires agencies to conduct regular Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN)** as part of good governance, accountability measures, and continuing agency responsibilities.

II. GUIDING PRINCIPLES

- Public Office is a Public Trust.** Government officials and employees occupy positions vested with public trust. Thus, requiring them to put public interest over and above personal interest. 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 to 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."



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3. 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 RSU Review and Compliance Guidelines and Procedure for SALN Submission their spouses and of unmarried children under eighteen (18) years of age living in their households."

III. COVERAGE AND FILING GUIDELINES

1. These guidelines cover all regular officials and employees of Romblon State University, whether permanent or temporary as well as those holding coterminous, contractual, and casual appointments.
2. As stated in Section 8 of RA No. 6713, SALN must be filed during the following periods:
 - a. within thirty (30) days after assumption of office;
 - b. on or before April 30, of every year thereafter, and
 - c. within thirty (30) days after separation from the service.
3. The appropriate and latest SALN Form shall be used as prescribed by the Civil Service Commission.
4. Employees shall submit to the Human Resource Management and Development Office (HRMDO) three (3) original copies of SALN duly signed by the person administering oath.
5. The University President as head of the agency has the authority to administer oath or may delegate the authority to administer oath to any other official.
6. The employees may have the SALN administered under oath before a notary public or any other person authorized by law to administer an oath.
7. The Human Resource Management and Development Office (HRMDO) shall collect the SALN of the employees and endorse to the Review and Compliance Committee after the set deadline of submission.
- 8.

IV. THE RSU REVIEW AND COMPLIANCE COMMITTEE FOR THE SUBMISSION OF SALN

1. A Review and Compliance Committee for the submission of SALN shall be created by the Office of the University President with the following composition:

Chair: University Official to be designated by the University President

Members: 1 Administrative Officer
1 Regular Faculty
1 First-Level Regular Employee
Human Resource Management and Development Officer

Secretariat: 3-5 Members



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A Secretariat comprised of 3-5 members shall be recommended for approval of the University President to provide technical, administrative and logistical support to the Review and Compliance Committee.

2. The Review and Compliance Committee shall discharge the following functions:

- a. Evaluate the submitted SALN forms to determine compliance with prescribed timelines and to assess whether the forms are fully accomplished, complete, and properly executed in accordance with Civil Service Commission rules and regulations.
- b. In the event where it is determined that a SALN has not been properly or timely filed, the Committee shall notify the concerned official or employee and require him or her to undertake the necessary corrective actions within the prescribed period.
- c. Ensure the confidentiality and proper handling of all information in employees' submitted SALNs, safeguarding it against unauthorized access or disclosure in accordance with CSC, ARTA, and data privacy regulations.
- d. Submit a report containing an alphabetical list of employees indicating those who: (1) filed their SALN with complete and accurate data; (2) filed their SALN with incomplete or deficient data; and (3) failed to file their SALN within the prescribed period.
- e. Prepare and sign the Certification on the review conducted and Certification of Compliance for SALN Submission/Filing, as required for submission to the designated repository agency.
- f. Ensure that the signed SALN Review and Compliance Procedures and the Certifications are uploaded in the University website in coordination with the Committee on Anti-Red Tape (CART).

V. SUBMISSION OF SALN TO REPOSITORY AGENCY

The Human Resource Management and Development Office (HRMDO) shall ensure the timely facilitation and transmittal of reviewed employees' SALNs to the appropriate repository agencies in accordance with prescribed rules and deadlines.

VI. EFFECTIVITY

These guidelines shall take effect immediately upon approval by the Office of the University President and shall remain in effect unless amended or repealed accordingly.

Approved:

MERIAN P. CATAJAY-MANI, Ed.D. CESE
University President
Date Signed: _____