



Republic of the Philippines
Benguet State University

La Trinidad, 2601 Benguet

www.bsu.edu.ph

Tel. No. (063) (074) 422-2127/local 32

Fax No. (063) (074) 422-2281

January 5, 2021

OFFICE MEMORANDUM

No. 002 s. 2021

TO : **ALL UNIVERSITY PERSONNEL**

SUBJECT : **Protocol for Submission of the Statement of Assets, Liabilities and Net Worth (SALN), as well as the Composition of the Review and Compliance Team**

1. Pursuant to the provisions of RA6713 regarding the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Conditions, there shall be a Review and Compliance Team to evaluate the SALN Form submitted annually by all government personnel.
2. The Review and Compliance Team shall evaluate the SALN Form submitted to determine whether it was **submitted on time, accomplished completely** and **proper in form** prior to its submission to the Office of the Ombudsman.
3. The following University personnel are hereby designated to compose the **REVIEW AND COMPLIANCE TEAM**:
 - Patselyn A. Botiwey – Administrative Officer III
 - Gerry Anne W. Calabis – Administrative Assistant II
 - Debbie Ann P. Paza – Administrative Aide VI
 - Bella Liza W. Lampacan – Administrative Assistant II
4. A duly accomplished SALN must be submitted at the Human Resource Management Office (HRMO) every year. For the University, the deadline will be on February 1, 2021.
5. Take note that any of the following acts shall constitute a violation of Section 8 of RA No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense:
 - a. Failure of an official or employee to submit his/her SALN; and
 - b. Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection, and relative in the government in his/her SALN.
6. The designation of the Review and Compliance Team and the provision of this Office Memorandum shall remain enforced unless sooner revoked or amended by this office.
7. This supersedes all the previous Office Memorandum issued related to SALN; and
8. For information and guidance of all.


FELIPE SALANG COMILA
President

Records - 8/11/21



Republic of the Philippines
Benguet State University
BOKOD CAMPUS
Ambangeg, Daklan, Bokod, Benguet

SPECIAL ORDER

No. 06, s. 2021

To: **ALL UNIVERSITY PERSONNEL**

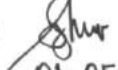
SUBJECT: **Protocol for the Submission of Statement of Assets, Liabilities and Net Worth (SALN), and composition of the Review and Compliance Team**

DATE: **January 05, 2021**

1. Pursuant to the provisions of RA 6713 regarding filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Conditions, there shall be a Review and Compliance Team to evaluate the SALN Form submitted annually by all government personnel.
2. The Review and Compliance Team shall evaluate the SALN Form submitted to determine whether it was submitted on time, and accomplished properly prior to its submission to the Office of the Ombudsman.
3. The following personnel are hereby designated to compose the Review and Compliance Team:

HAZEL G. LINO	-	Administrative Officer IV
RODEL S. ONIL	-	Administrative Officer I
JEZREEL A. AFIDCHAO	-	Administrative Aide I
4. A duly accomplished SALN must be submitted to the Office of the Executive Dean on or before January 15, 2021
5. Take note that any of the following acts shall constitute a violation of Section 8 of R.A. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and punishable by suspension of One (1) month and One (1) day to Six (6) months for the first offense, and dismissal from the service for the second offense:
 - a. Failure of an official or employee to submit his/her SALN.
 - b. Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection and relative in the government in his/her SALN.
6. The designation of the Review and Compliance Team and the provision of this Office Special Order shall remain in force unless sooner revoked or amended by this office.
7. This Office Special Order supersedes all other issuances relative to this order.
8. For Information and Guidance of all.


ENGR. EDGAR M. MOLINTAS
Executive Dean

Received : 
01-05-2021



Vision : "BSU as an international university engendering graduates to walk the intergenerational highways."
Mission: Benguet State University **CARES** to: Challenge innovation, Advance technology and facilities,
Revitalize administration, Engender partnership, and Serve in sustaining intergenerational role

Special Order
No. 07 s. 2021

TO : ALL UNIVERSITY PERSONNEL

SUBJECT : Protocol for Submission of the Statement of Assets, Liabilities and Net Worth (SALN), as well as the Composition of the Review and Compliance Team

DATE : January 4, 2021

x _____ x

1. Pursuant to the provisions of RA 6713 regarding Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Conditions, there shall be a Review and Compliance Team to evaluate the SALN Form submitted annually by all government personnel.
2. The Review and Compliance Team shall evaluate the SALN Form submitted to determine whether it was submitted on time, accomplished completely and proper in form prior to its submission to the office of the Ombudsman.
3. The following university personnel are hereby designated to compose the **REVIEW AND COMPLIANCE TEAM:**
 - Gracita N. Estocapio** – Administrative Officer IV
 - Murphy O. Calabias** - Administrative Aide I
 - Rosita N. Pukol** - Administrative Aide IV
4. A duly accomplished SALN must be submitted to the Executive Dean on or before **January 15, 2021.**
5. Take note that any of the following acts shall constitute a violation of Section 8 of R.A. 6713 or The Code of Conduct and Ethical Standards for Public Officials and Employees, and shall be punishable by suspension of One (1) month and One (1) day to Six (6) months for the first offense, and dismissal from the service for the second offense:
 - a. Failure of an official or employee to submit his/her SALN; and
 - b. Failure to disclose or misdeclaration of any asset, liability, business interest, financial connection and relative in the government in his/her SALN.
6. The designation of the Review and Compliance Team and the provision of this office special order shall remain in force unless sooner revoked or amended by this office.
7. This office order supersedes all other issuances relative to this order.
8. For information and guidance of all.

Bay -
ELIZABETH M. BAY-AN
Executive Dean

*Received
Mr
01/04/21*