



Republic of the Philippines  
**Benguet State University**

La Trinidad, 2601 Benguet

[www.bsu.edu.ph](http://www.bsu.edu.ph)

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February 21, 2022

**OFFICE MEMORANDUM**

**No. 050 s. 2022**

**TO : ALL UNIVERSITY PERSONNEL**

**SUBJECT : REITERATION OF THE COMPOSITION OF BENGUET STATE UNIVERSITY'S REVIEW AND COMPLIANCE COMMITTEE (RCC) FOR BOKOD, BUGUIAS AND LA TRINIDAD CAMPUSES AND THE PROMULGATION OF ITS RULES AND THE AGENCY REVIEW AND COMPLIANCE PROCEDURES (ARCP) FOR ITS STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FILING AND SUBMISSION**

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, the Benguet State University hereby promulgates the following guidelines:

1. **Composition of the SALN Review and Compliance Committee (RCC).** A SALN Review and Compliance Committee is hereby reiterated as follows:

**La Trinidad Campus**

Chairperson:

Patselyn A. Botiwey – Administrative Officer IV

Members:

Charlie M. Turing – Administrative Officer III

Gerry Anne W. Calabis – Administrative Assistant II

Bella Liza W. Lampacan – Administrative Assistant II

Debbie Ann P. Paza – Administrative Aide VI

**Bokod Campus**

Chairperson:

Hazel G. Lino – Administrative Officer IV

Members:

Rodel S. Onil – Administrative Officer I

Jezreel A. Afidchao – Administrative Aide VI

**Buguias Campus**

Chairperson:

Ana Cris L. Gabol – Assistant Professor II (HRMDO Designate)

Members:

Darwin P. Gayaso – Administrative Officer I

Rosita N. Pukol – Administrative Aide IV

2. **Powers and Functions of the Committee.** The Committee shall have the following powers and functions:
  - a. Facilitate the (1) submission of three (3) original copies of duly accomplished SALNs to the Human Resource Management Office (HRMO);



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- (2) issuance of the memorandum on the deadline of submission of the SALNs;
  - (3) update on the officials allowed to administer oath, if amended.
  - b. Evaluate the SALNs and prepare the preliminary reports relative to the submitted SALN including the names of the officials and employees who did not file their SALN.
  - c. Review if the SALN filed is submitted on time, uses prescribed form and is complete.
  - d. Render an opinion relative to an official or employee who failed to file his SALN or who filed a SALN with incomplete data or is non-compliant with the Guidelines in the Filling Out of the SALN Form issued by the CSC.
  - e. Facilitate the enforcement of the opinion rendered.
3. **Agency Review and Compliance Procedure (ARCP).** The Committee shall observe the following procedure:
- a. Upon receipt of the SALNs, the RCC shall evaluate the document.
  - b. If a SALN is with incomplete data or non-compliant with the Guidelines of the Filling Out of the SALN Form, the committee shall return the SALN with a notation to the employee to complete or correct his SALN accordingly.
  - c. The Committee shall monitor compliance with the opinions rendered.
  - d. After compliance, the Committee shall accept the three (3) original copies or the completed/corrected SALN for the following: (1) Human Resource Management Office, (2) Office of the Ombudsman, (3) Employee.
  - e. The Committee shall complete its review on or before April 30 of every year. While the review is ongoing, employees can still submit their SALNs with/without directives from the committee. It shall then prepare a final report indicating the list of officials and employees (1) whose SALNs are with complete data or are compliant; (2) whose SALNs are with incomplete data or are non-compliant, despite receipt of the Committee's opinions; (3) who failed to file their SALNs, despite the Committee's directive to file such.
  - f. The Committee shall submit its final report to the Ombudsman, on or before May 15 of every year.
1. **Sanctions.** 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.
2. **Effectivity.** This Order shall take effect immediately. The designation of the Review and Compliance Committee (RCC) and the provision of this Office Memorandum shall remain enforce unless sooner revoked or amended by this office.

For strict compliance.

**(SGD.) FELIPE SALAING COMILA**  
University President