



Republic of the Philippines

BATANGAS STATE UNIVERSITY

Batangas City

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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 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, 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 a memorandum issued by the University President’s on 27 March 2020, the following composed the SALN Review and Compliance Committee:

Chair : Atty. Luzviminda C. Rosales
VP for Administration and Finance



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Members : Atty. Noel Alberto S. Omandap
 Assistant Director, HRMO

 Mrs. Rhea M. Duran
 Representative, Non-Academic Staff and Employees

 Asst. Prof. Jesse Nelson P. Llana
 Representative, Faculty

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;¹
 - b. On or before 31 August 2020 as extended by the Civil Service Commission (CSC) Memorandum Circular No. 13, s. 2020;² 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;³

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). All personnel must follow the specific instructions on filling out of SALN Forms as issued by the HRMO.

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

² Item 3 (a), Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020.

³ Loc cit, note 1.



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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).⁴
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.⁵

B. Transmittal of All Submitted SALNs to the Concerned Agencies on or before 31 October 2020⁶

The University, through the HRMO shall transmit all the SALN's received to the concerned agencies (i.e. Office of the Deputy Ombudsman for Luzon) on or before 31 October 2020 (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 13 February 2020, the HRMO issued HR Advisory No. 03, s. 2020 which advised all permanent and temporary personnel to submit their respective SALNs on or before 28 February 2020. Attached to the advisory is the "*INSTRUCTIONS IN THE FILLING OUT OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM*" for the guidance of the filing personnel (**Annex A** hereof).

⁴ Section I, Rule VIII of the IRR of RA 6713, as amended by CSC MC No. 10, s. 2006.

⁵ CSC MC. No. 3, s. 2013.

⁶ Item 3 (c), CSC MC No. 13, s. 2020.



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2. **Submissions of SALNs.** SALNs of University's personnel were submitted from February 2020 to July 2020. Thereafter it was initially reviewed by the HRMO for submission to the SALN Review and Compliance Committee.

From 18 March 2020 up to 30 April 2020, the HRMO conducted an initial review of the filed SALNs in accordance with Republic Act 6713 and other relevant issuances of the Civil Service Commission (CSC). The review likewise took into consideration of the instructions embodied in HR Advisory No. 03, s. 2020.

Due to the implementation of the Enhanced Community Quarantine (ECQ), the HRMO was not able to transmit the individual copy of the review forms for the declarants to comply. It was only when the University resumed its on-site operations on 18 May 2020 that the HRMO was able to distribute the individual review forms that embody correction/s.

A certification of compliance with CSC rules of the submitted SALNs was issued by the HRMO on 6 July 2020 (**Annex B** hereof).

3. **Action by the SALN Review and Compliance Committee.** The Committee made its independent review of the compliance of SALNs to the prescribed rules. After having found all submitted SALNs compliant, the Committee issued a certification to that effect on 10 July 2020 (**Annex C** hereof).
4. **Action of the University.** On 14 September 2020, the University President, based on the certification of the Committee, issued a certification certifying that the SALNs to be submitted to the Office of the Ombudsman are faithful reproductions of the original SALNs of the officials and employees of the University.

Six hundred sixty-six (666) SALNs of officials and employees were submitted to the Ombudsman on 22 September 2020. In addition, thirty-four (34) SALNs of retired/separated and newly hired employees were submitted on the same date. The CSC was copy furnished with all submissions to the Ombudsman (**Annex D** hereof).


DR. TIRSO A. RONQUILLO
University President



HUMAN RESOURCE MANAGEMENT OFFICE

**INSTRUCTIONS IN THE FILLING OUT OF THE STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH (SALN) FORM**

I. OBJECTIVES

1. To guide all regular teaching and non-teaching personnel of Batangas State University to properly declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;
2. To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also properly disclosed.

II. SCOPE

1. All regular teaching and non-teaching personnel of the University shall be covered by this instructional document.

"Regular employees" refers to those teaching and non-teaching personnel under permanent and temporary status.
2. Those serving in honorary capacity, laborers, job order and casual workers are exempted from filing the SALN.
3. The reckoning date for the required information, declaration and disclosure in the SALN Form is on 31 December 2019. 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.

III. MANNER OF FILING

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.
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.



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3. The change of the declarant's civil status after 31 December 2019 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 2019 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.

IV. PERSONAL INFORMATION

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.
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 2019.
3. The declarant must also indicate "NA" in the appropriate blank space if the declarant has no unmarried children as of 31 December 2019.

V. CONTENTS OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM

I. DECLARATION OF ASSETS

- 1.1. Assets include real properties and personal properties, whether within or outside the Philippines or used in trade or business.
- 1.2. If the declarant is single, widowed, legally separated or annulled as of 31 December 2019, all properties acquired by the declarant as of the reckoning date shall be declared as such.
- 1.3. If the declarant is married as of 31 December 2019, property ownership shall be determined based on whether the property is a community property, conjugal partnership property or exclusive property of either spouse.
 - 1.3.1. **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



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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).

- 1.3.2. **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;



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(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).

1.3.3. **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.

1.3.3.1. 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.

1.3.3.2. 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.

1.3.3.3. If the regime of separation of property is agreed by the spouses, their separate properties shall be their own exclusive property.

1.4. **"Total Assets"** shall be computed as the sum of the "Total Value of Real Properties" and the "Total Value of Personal Properties".

1.A. Declaration of Assets: Real Properties

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



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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.

- 1.1. **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.

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

- 1.3. **Exact Location** – refers to the location of the real property based on its latest tax declaration.

- 1.4. **Assessed Value** – refers to the assessed value of the real property based on its latest tax declaration.

- 1.5. **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).

- 1.6. **Year of Acquisition** – refers to a particular year in which the real property was acquired.

- 1.7. **Mode of Acquisition** – refers to the means in which the real property was acquired, such as sale, donation and succession.

- 1.8. **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)**

2. All real properties, which are registered, as of 31 December 2019, 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.



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Excluded from the declaration is a real property, which is already sold, transferred or conveyed to a third person as of 31 December 2019 but the registration is still in the name of the declarant, his or her spouse or unmarried children.

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.

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

- 4.1. 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.

- 4.2. 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.

- 4.3. 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.

- 4.4. The declarant who is married to a private person must also declare his or her spouse's exclusive properties in the Separate Sheet/s, which shall form part of the SALN Form.

- 4.5. 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.

- 4.6. 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.

1.B. Declaration of Assets: Personal Properties

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



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

1.1. **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).

1.2. **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, the declarant may write “various years”.

1.3. **Mode of Acquisition** – – refers to the means in which the personal property was acquired, such as sale, donation and succession.

1.4. **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.

1.4.1. 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 2019.

1.4.2. The amount of money (i.e., cash on hand or in bank) shall be declared based on the balance as of 31 December 2019.

1.4.3. In case of a property under a contract to sell, the amount already paid to the declarant as of 31 December 2019 shall be declared as personal property.

1.4.4. 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 2019 shall be declared as a liability.

1.4.5. All personal properties, which are registered, as of 31 December 2019, 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

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although not yet registered in the name of the declarant, his or her spouse or unmarried children.

Excluded from the declaration is a personal property, which is already sold, transferred or conveyed to a third person as of 31 December 2019 but the registration is still in the name of the declarant, his or her spouse or unmarried children.

- 1.4.6. 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 Sheet/s 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 Sheet/s for this purpose.
 - c. 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.
 - d. The declarant who is married to a private person must also declare his or her spouse's exclusive properties in the Separate Sheet/s, 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 Sheet/s, which shall form part of the SALN Form.
- 1.4.7. The "Total Value of Personal Properties" shall be determined using the acquisition amount of declarant's personal 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 personal property acquired gratuitously (e.g., donation, succession), however, its estimated current value shall be used in the computation.

2. DECLARATION OF LIABILITIES

- 2.1. 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.



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

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

2.4. **Outstanding Balance** – refers to the amount of money that the declarant owes to the named creditor as of 31 December 2019.

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

- a. 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 Sheet/s for this purpose.
- b. 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.
- c. 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.
- d. The declarant who is married to a private person must also declare his or her spouse’s liabilities in the Separate Sheet/s, which shall form part of the SALN Form.
- e. 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.

2.6. **“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.

3. DECLARATION OF NET WORTH

3.1. Net Worth shall be computed by subtracting the “Total Liabilities” from the “Total Assets”.

3.2. 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.



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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.

- 3.3. 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, the declarant's net worth shall exclude the exclusive properties as well as the personal liabilities of the spouse.

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

4. DECLARATION OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

- 4.1. **Business interest** refers to the involvement in any trade or profession, along with any direct or pecuniary interest, in any business entity or enterprise.

- 4.2. **Financial connection** refers to any connection with a business entity or enterprise as consultant, adviser and the like, with an expectation of remuneration for services rendered.

- 4.3. 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.

- 4.4. **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 of financial connection.

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

- 4.4.2. **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.

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

- 4.5. 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:

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- a. 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 Sheet/s for this purpose.
- b. 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.
- c. 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
- d. The declarant who is married to a private person 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
- e. 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.

4.6.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.

VI. DISCLOSURE OF RELATIVES IN THE GOVERNMENT

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.

- 1.1.**Consanguinity** – refers to the relationship by blood from the same stock or common ancestor.
- 1.2.**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.
- 1.3.**Relatives Within the Fourth (4th) Civil Degree of Relationship** – refer to the following:



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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-law
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

1.3.1. **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.

1.4. 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

1.5. 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.

VII. SIGNATURE

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



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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.

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

VIII. OTHER MATTERS

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.
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".
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
4. Additional Sheet/s may be used, if necessary, to declare additional list of the declarant's assets, liabilities and business interests and financial connections.
5. Separate Sheet/s 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.
6. No unnecessary markings shall be made on the SALN Form.

07 February 2020. Batangas State University, Rizal Avenue Extension, Batangas City.

For guidance of all personnel.


Mr. NOEL ALBERTO S. OMANDAP
Assistant Director, HRMO



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ANNEX "B"

HUMAN RESOURCE MANAGEMENT OFFICE

CERTIFICATION

This is to certify that the Statements of Assets, Liabilities & Networth (SALNs) of the personnel of the University whose names appear in the attached list, have been evaluated by the undersigned in accordance with 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)

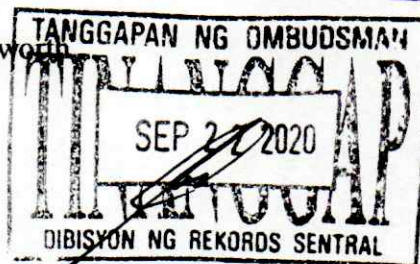
Issued this 6th day of July 2020 at Batangas State University, Main I, Rizal Avenue Extension, Batangas City.

Atty. NOEL ALBERTO S. OMANDAP
Assistant Director for Human Resource Management Office



BATANGAS STATE UNIVERSITY
Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2019

ANNEX "C"




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 4, 2013).

Issued this 10th day of July 2020.


ATTY. LUZVIMINDA C. ROSALES, CPA
Chairperson


Atty. NOEL ALBERTO S. OMANDAP
Member


Mrs. RHEA M. DURAN
Member


Asst. Prof. JESSE NELSON P. LLANA
Member



ANNEX "D"



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1st Endorsement
September 23, 2020

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 Networth Summary Report of the Officials & Employees of the Batangas State University, Batangas in compliance to Regional Circular No. 2001-2-01 of the Civil Service Commission Regional Office No. 4.

Please acknowledge receipt hereof.

A handwritten signature in black ink, appearing to read "NA Omandap".

Atty. NOEL ALBERTO S. OMANDAP
Assistant Director, HRM Office



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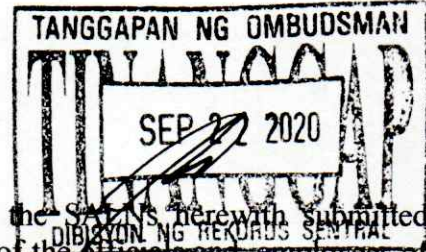
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ANNEX "D"

CERTIFICATION



I, **Dr. TIRSO A. RONQUILLO**, hereby certify that the ~~SALNs~~ SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the **BATANGAS STATE UNIVERSITY**, as listed in the attached summary report of the Human Resource Management Office.


DR. TIRSO A. RONQUILLO
University President
September 14, 2020

SUBSCRIBED AND SWORN TO before me this 14th day of September, 2020, affiant exhibiting his competent evidence of identity, to wit: Passport ID No. P3668368B issued on October 28, 2019 and valid until October 27, 2029.


Atty. LUZVIMINDA C. ROSALES, CPA
Administering Officer