

REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY

Legazpi City

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Roosevelt Ave., Quezon City,
Manila, Philippines

☎ Telefax: (02) 921-1586

ISO 9001:2015

Office of the President

ADMINISTRATIVE ORDER

No. 87 series of 2019

22 January 2019

**TO: ASSOCIATE DEANS/DIRECTORS
CAMPUS/CLUSTER ADMINISTRATIVE OFFICERS
DEPARTMENT CHAIRPERSONS/SECTIONS HEADS
Bicol University**

**THRU: DEANS/DIRECTORS
CHIEFS/HEADS OF OFFICES**

**HUMAN RESOURCE MANAGEMENT AND
DEVELOPMENT OFFICE
CHIEF ADMINISTRATIVE OFFICER - ADMIN**

**SUBJECT: DESIGNATION AS MEMBERS OF THE SALN REVIEW
AND COMPLIANCE COMMITTEE**

Pursuant to Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolution No. 06-231 dated February 1, 2006 on the establishment of a standard review and compliance procedure for the review of Statement of Assets, Liabilities and Net worth (SALN) of the employees of your campus and in compliance with Civil Service Commission (CSC) Memorandum Circular No. 19 S. 2011 dated August 17, 2011, you are hereby designated as Members of the SALN Review and Compliance Committee of your respective colleges/campuses with the Associate Dean/Associate Director as Chairman and the Cluster/Campus Administrative Officer and Department Chairman/Section Head as members.

As members of the said Committee, you are hereby tasked to evaluate the SALN Form submitted by the employees in your respective Campus/Cluster to:

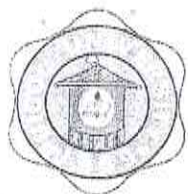
- (1) determine whether SALN form has been properly filled out;
- (2) determine if the accomplished SALN form is submitted on time;
- (3) determine if the SALN has been accomplished completely using the proper form;
- (4) ensure that the declarant has filled in and provided all applicable information;
- (5) ensure that items not applicable to the declarant had been marked N/A (not applicable).

A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Should the Committee found areas in the form not properly filled out, they shall inform the reporting individual and direct him/her to take necessary corrective action. All reviewed SALNs shall be transmitted by the Unit Administrative Officer to the University Human Resource Management and Development Office not later than March 31, 2019. Attached is the review checklist to be used for this purpose.

Please be guided accordingly.


ARNULFO M. MASCARIÑAS
SUO President IV

Enclosure: as stated



Office of the President

22 January 2019

ADMINISTRATIVE ORDER

No. 38 series of 2019

**TO: VICE PRESIDENT FOR ADMINISTRATION AND FINANCE
UNIT ADMINISTRATIVE OFFICER
SECTION HEADS
Bicol University**

**SUBJECT: DESIGNATION AS MEMBERS OF THE SALN REVIEW
AND COMPLIANCE COMMITTEE OF GASS AND ITS
SATELLITE UNITS**

Pursuant to Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolution No. 06-231 dated February 1, 2006 on the establishment of a standard review and compliance procedure for the review of Statement of Assets, Liabilities and Net worth (SALN) of the employees of your campus and in compliance with Civil Service Commission (CSC) Memorandum Circular No. 19 S. 2011 dated August 17, 2011, you are hereby designated as Members of the SALN Review and Compliance Committee of the General Administration & Support Services and its satellite units with the Vice President for Administration and Finance as Chairman and the Unit Administrative Officer and Section Heads as members.

As members of the said Committee, you are hereby tasked to evaluate the SALN Form submitted by the employees in your unit to:

- (1) determine whether SALN form has been properly filled out;
- (2) determine if the accomplished SALN form is submitted on time;
- (3) determine if the SALN has been accomplished completely using the proper form;
- (4) ensure that the declarant has filled in and provided all applicable information;
- (5) ensure that items not applicable to the declarant had been marked N/A (not applicable).

A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Should the Committee find areas in the form not properly filled out, they shall inform the reporting individual and direct him/her to take necessary corrective action. All reviewed SALNs shall be transmitted by the Unit Administrative Officer to the University Human Resource Management and Development Office not later than March 31, 2019. Attached is the review checklist to be used for this purpose.

Please be guided accordingly.


ARNULFO M. MASCARIÑAS
SUC President IV

Enclosures: as stated

Office of the President

22 January 2019

ADMINISTRATIVE ORDERNo. 39 series of 2019

**TO: RDMD AND EMD DIRECTORS
UNIT ADMINISTRATIVE OFFICER
SECTION HEADS
Bicol University**

**SUBJECT: DESIGNATION AS MEMBERS OF THE SALN REVIEW
AND COMPLIANCE COMMITTEE OF THE RESEARCH
AND EXTENSION DIVISION**

Pursuant to Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolution No. 06-231 dated February 1, 2006 on the establishment of a standard review and compliance procedure for the review of Statement of Assets, Liabilities and Networth (SALN) of the employees of your campus and in compliance with Civil Service Commission (CSC) Memorandum Circular No. 19 S. 2011 dated August 17, 2011, you are hereby designated as Members of the SALN Review and Compliance Committee of the Research and Extension Division with the Directors of RDMD and EMD as Chairman and the Unit Administrative Officer and the Section Heads as members.

As members of the said Committee, you are hereby tasked to evaluate the SALN Form submitted by the employees in your unit to:

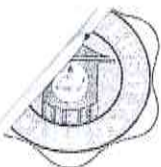
- (1) determine whether SALN form has been properly filled out;
- (2) determine if the accomplished SALN form is submitted on time;
- (3) determine if the SALN has been accomplished completely using the proper form;
- (4) ensure that the declarant has filled in and provided all applicable information;
- (5) ensure that items not applicable to the declarant had been marked N/A (not applicable).

A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Should the Committee found areas in the form not properly filled out, they shall inform the reporting individual and direct him/her to take necessary corrective action. All reviewed SALNs shall be transmitted by the Unit Administrative Officer to the University Human Resource Management and Development Office not later than March 31, 2019. Attached is the review checklist to be used for this purpose.

Please be guided accordingly


ARNULFO M. MASCARIÑAS
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Office of the President

22 January 2019

ADMINISTRATIVE ORDER

No. 40 series of 2019

TO: **VICE PRESIDENT FOR ACADEMIC AFFAIRS
UNIT ADMINISTRATIVE OFFICER
SECTION HEADS
Bicol University**

SUBJECT: **DESIGNATION AS MEMBERS OF THE SALN REVIEW
AND COMPLIANCE COMMITTEE FOR AUXILIARY
SERVICES**

Pursuant to Rule VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by CSC Resolution No. 06-231 dated February 1, 2006 on the establishment of a standard review and compliance procedure for the review of Statement of Assets, Liabilities and Net worth (SALN) of the employees of your campus and in compliance with Civil Service Commission (CSC) Memorandum Circular No. 19 S. 2011 dated August 17, 2011, you are hereby designated as Members of the SALN Review and Compliance Committee of the Auxiliary Services with the Vice President for Academic Affairs as Chairman and the Unit Administrative Officer and the Section Head as members.

As members of the said Committee, you are hereby tasked to evaluate the SALN Form submitted by the employees in your respective unit to:

- (1) determine whether SALN form has been properly filled out;
- (2) determine if the accomplished SALN form is submitted on time;
- (3) determine if the SALN has been accomplished completely using the proper form;
- (4) ensure that the declarant has filled in and provided all applicable information;
- (5) ensure that items not applicable to the declarant had been marked N/A (not applicable).

A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Should the Committee find areas in the form not properly filled out, they shall inform the reporting individual and direct him/her to take necessary corrective action. All reviewed SALNs shall be transmitted by the Unit Administrative Officer to the University Human Resource Management and Development Office not later than March 31, 2019. Attached is the review checklist to be used for this purpose.

Please be guided accordingly


ARNULFO M. MASCARIÑAS
SUC President IV

Enclosure: as stated

Name of College/Unit _____

Checklist for Statement of Assets, Liabilities and Networth (SALN) as of December 31, 20__

Name: _____

Position: _____

Particulars	Yes	No	Remarks
1. Used the correct form			
2. All items accomplished properly			
3. Submitted on time (If no, indicate date under remarks column)			

Prepared by: _____
Declarant's Signature

Reviewed by:

Member Printed Name & Signature	_____	Date
Member Printed Name & Signature	_____	Date
Chairman Printed Name & Signature	_____	Date