



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Office of the University President
Puerto Princesa City



SPECIAL ORDER
NO. ///; Series of 2026

TO: ALL CONCERNED

SUBJECT: AMENDMENT TO THE RECONSTITUTED STATEMENT OF ASSETS LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE OF PALAWAN STATE UNIVERSITY AND PROMULGATION OF ITS RULES OF PROCEDURE)

DATE: March 18, 2026

In compliance with Implementing Rules and Regulations of the Republic Act No. 6713 (R.A. 6713) on the filing, submission and review of Sworn Statement Assets, Liabilities and Net Worth (SALN), Palawan State University hereby constitute the following guidelines:

1. RECONSTITUTION OF THE SALN REVIEW AND COMPLIANCE COMMITTEE.

A SALN Review and Compliance Committee is hereby reconstitute as follows:

Chairperson: **ATTY. KENNY A. PE**
Attorney IV

Member/s: **DR. NELLY I. MENDOZA,**
Chief Administrative Officer – Administrative Division

ENGR, JERICO M. PADRONES,
Director, IPQAIA

The Committee shall be assisted by a Secretariat, the members of which are as follows:

Secretariat: **MS. DEVIE ANN MAE S. LAMBAN,**
Records Officer III

MR. FRANCISCO III O. BALUYUT,
*Supervising Administrative Officer/
Acting Human Resources Officer*

MR. IAN AIN G. FUENTES
Administrative Aide VI

MR. RACHELL L. CAPUTILLA
Administrative Assistant III

MS. JOSEPHINE ANIAR
Administrative Assistant I



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2. FUNCTIONS OF THE SECRETARIAT

The Secretariat shall receive the SALN of the Officials and employees of the University on or before April 30 of every year,

The Secretariat shall then evaluate the SALNs and prepare the following preliminary reports to be submitted to the committee on or before May 6 of every year

- i. Officials and employees whose SALNs are with complete data or are compliant with the Guidelines in the Filling Out of the SALN Form issued by the Civil Service Commission (CSC);
- ii. Officials and employees whose SALNs are with complete data or are non-compliant with the Guidelines in the Filling out of the SALN Form issued by the Civil Service Commission (CSC):
- iii. Officials and employees who did not file their SALNs.

3. POWERS AND FUNCTIONS OF THE COMMITTEE

The Committee shall have the following powers and functions:

- a. Verify the reports of the Secretariat and review if SALN filed is submitted on time, uses prescribed form and is complete.
- b. 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.
- c. Facilitate the enforcement opinion rendered.

4. REVIEW COMPLIANCE PROCEDURE

The Committee shall observe the following procedure:

- a. Upon receipt of the SALNs with the corresponding reports of the Secretariat, the committee shall verify the reports of the Secretariat.
- b. If a SALN is with complete data or is non-compliant with the Guidelines in the Filling Out of the SALN Form, the Committee shall render a written opinion and direct the official or employee to complete/correct his SALN accordingly within five (5) days from notice.
- c. If an official or employee fails to file his SALN within the prescribed period, Committee shall render a written opinion and direct said official or employee to submit his SALN Within five (5) days from notice.



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- d. The committee shall monitor compliance with the opinions rendered.
- e. The committee shall complete its review on or before May 15 of every year. 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 opinion and directive to complete said SALN and (3) Who failed to file their SALNs, despite the committee's directive to file such.
- f. After completion of the review, the Committee shall return the original or the completed/corrected SALNs, as the case may be to the HRMO, together with a copy of the final report for each respective college/unit/campus. It shall also give clearance to the HRMO to proceed with the transmittal of the SALNs to the proper repository agencies under the Implementing Rules and Regulations of Republic Act No. 6713 and such other pertinent guidelines of the CSC.
- g. The committee shall submit its final report to the University President, copy furnished the CSC on or before May 15 of every year.

5. MINISTERIAL DUTY OF THE UNIVERSITY PRESIDENT TO ISSUE COMPLIANCE ORDER

Within five (5) days from the receipt of the final report of the Committee, it shall be the ministerial duty of the University President to issue an order requiring officials and employees who have incomplete data in their SALNs complete/correct the desired information and those who did not file the SALNs to comply, within a non-extendible period of thirty (30) days from notice.

6. SANCTION FOR FAILURE TO COMPLY WITH COMPLIANCE ORDER

Failure of an employee to correct or submit his SALN in accordance with the procedure and within the given periods outlined in the previous sections shall be ground for disciplinary action.

7. REPEAL OF PREVIOUS ISSUANCES

This order supersedes Special Order No. 233 series of 2025, and all other university issuance that are inconsistent herewith.



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8. EFFECTIVITY

This order shall take effect immediately and until sooner revoked by the University President or the University's higher authority/ies.

Any existing/issued Memorandum/Order inconsistent herewith is hereby revoked.

For your guidance and strict compliance.


MARISSA S. PONTILLAS
Officer-in-Charge 
Office of the University President

OVPFA
CAO-Administrative Division
SAO-Administrative Division