



Republic of the Philippines  
**UNIVERSITY OF EASTERN PHILIPPINES**  
University Town, Northern Samar  
Web: <http://uep.edu.ph> Email: [uepnsofficial@gmail.com](mailto:uepnsofficial@gmail.com)

## **AGENCY REVIEW AND COMPLIANCE PROCEDURE (ARCP)**

This is to prescribe the procedures for the submission, review, and compliance of the Statements of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of all the regular employees of the University of Eastern Philippines (UEP) in compliance with Rule VII of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" and Civil Service Commission (CSC) Resolution No. 1500088 and Memorandum Circular Nos. 10, s. 2006, 2 and 3, s. 2013, 03-2015 and the University of Eastern Philippines Review and Compliance Committee which was reconstituted under Special Order No. 24, Series 2022 dated April 4, 2022 (still valid and existing as of 2023) sets the following Guidelines in the review and compliance procedure in the filing of the Statements of Assets, Liabilities, and Net Worth (SALN), to wit:

### **1. Filing and Submission of SALN**

All regular employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections to the Administrative Services Division on or before the 30<sup>th</sup> of April of every year thereafter, statements of which must be reckoned as of the end of the preceding year.

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).

Upon receiving the SALN forms, the Administrative Services Division shall forward the same to the Review and Compliance Committee (RCC).

### **2. Persons Authorized to Review and Evaluate the Submitted SALN**

There shall be a designated Review and Compliance Committee (RCC) to receive, through the Administrative Services Division and to evaluate, determine whether the said statements have been submitted on time, properly accomplished, complete and in proper form and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

In the event that there are incomplete or improperly filled-out SALN forms, the revisions/corrections shall be noted and the same shall be returned to the concerned employee. It is the responsibility of the said employee to immediately return the revised/corrected and complete SALN forms.

**The Review and Compliance Committee:**

**ATTY. EMILY C. SISON – ACOMPAÑADO**

OIC – Chief Administrative Officer, Administrative Services Division  
Chair, SALN Review and Compliance Committee

**ATTY. REGINE ANN A. GARCELAZO**

Executive Assistant  
Co-Chair, SALN Review and Compliance Committee

**LYRA G. MERIDA, MM**

Supervising Administrative Officer / Records Officer  
Member, SALN Review and Compliance Committee

**SYLVIO E. PEPITO**

Administrative Assistant II  
Member, SALN Review and Compliance Committee

**NENETTE C. SALAZAR, MM**

Administrative Officer I  
Member, SALN Review and Compliance Committee

The RCC shall prepare a list of the employees who filed their SALNs to be submitted to the University President and the Records Office, Office of the Ombudsman, and the Civil Service Commission.

**3. Transmittal of all Submitted SALN to the Concerned Agencies/Offices**

The RCC shall transmit one (1) original copy of the SALNs received to the Office of the Ombudsman on or before the deadline set by the Office of the Ombudsman. Another copy shall be retained at the Records Office while other copies shall be released to the employee.