



*Office of the President*  
**RIZAL TECHNOLOGICAL UNIVERSITY**  
Mandaluyong City

**SPECIAL ORDER NO. 81-A**  
Series of 2020

TO : **DR. RODOLFO P. ALDEON** - VPFA/Chairperson  
**PROF. ELIZABETH E. SALVADOR** – FSC Director/Vice Chair  
**Members**  
**PROF. MA. DEL CARMEN G. LABONG** – Division Head, HRDC  
**MS. MA. CAROLINA C. ABAYA** – Pasig Campus Director  
**RTU-AFCI Representative**  
**RTU-ASAP Representatives**

FROM : The PRESIDENT

SUBJECT : ***Establishment of the SALN Review and Compliance Committee***

DATE : September 2, 2020

---

You are hereby established as the ***SALN (Statement of Assets, Liabilities and Net-worth) Review and Compliance Committee (RCC)*** in compliance with requirement of the **Civil Service Commission**, through its Resolution No. 13000455, dated March 4, 2013. As such, you shall undertake the following functions:

1. Secure that all RTU officials and employees file their SALN annually, including those holding career positions under temporary status. Husband and wife, who are both public officials or employees, may file their SALN jointly or separately.
2. Ensure that SALN is filed within 30 days from the date of one's assumption of office, as well as within 30 days after separation from the service.
3. Prepare a list of employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN. The said list shall be submitted to the head of agency, copy furnished the CSC, on or before May 15 of every year.
4. Ensure that all RTU employees are using the proper SALN form, ensure the completeness of the declarations, and submit the SALN on time to the SRCC.
5. Per CSC Resolution No. 1300174, dated January 24, 2013, the SRCC shall inform the RTU President, as a matter of its ministerial duty, as head of office must issue an order immediately upon receipt of the said list to require those who have incomplete data in their SALN to correct/supply the lacking information, and those who did not file their SALN, to comply within a non-extendible period of thirty(30) days from receipt of said order.
6. Guide/Inform the RTU officials and employees that failure to file a sworn SALN and disclosure of business interests and financial connections shall be a ground for administrative disciplinary action, without prejudice to criminal and civil liabilities, as maybe provided in the law.

The RTU Pasig Campus Director, **Ms. Carolina C. Abaya**, is directed to ensure that the SALNs of faculty members and administrative staff of the campus are submitted to the HRDC Pasig on time and with proper transmittal of the inventory of submissions.

It is hereby emphasized that the annual filing of SALN is part of the **Code of Conduct and Ethical Standards for Public Officials and Employees** or the Republic Act No. 6713.

For other issues and concerns relating to SALN requirement, you may refer to CSC provisions.

For information, guidance and compliance.



DR. MA. EUGENIA M. YANGCO

Cf.: VPs  
Directors, IASC/AdSC/HRDC  
AO/RMO