



By: A. Amang

Date: DEC 05 2021

OFFICE OF THE PRESIDENT

June 14, 2021

MEMORANDUM NO. 020-2021

TO : ALL CONCERNED
FROM : THE PRESIDENT
SUBJECT : CREATION OF THE EARIST STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE

1.0 Pursuant to the Civil Service Commission (CSC) Resolution No. 1300455 dated March 4, 2013, requiring the creation of "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) in all government offices/agencies, a SALN Review and Compliance committee is hereby created with the following composition, to wit:

Chairperson : **Mr. Noel A. Oriel**
Director, Administrative Services

Members : **Engr. Roberto M. Liwanag**
Director, Financial Management Services

Mr. Ervin Carl E. Rodriguez
Chief, Accounting Services

Ms. Dana J. Roldan
Chief, Records Services

Secretariat : **Mrs. Christylane B. Bagabaldo**
Chief, Human Resource Management Services (HRMS)

2.0 The Review and Compliance Committee shall:


- 1) Authorize the Chief Administrative Officer and/or those in acting capacity in every department, office and bureau to receive and evaluate the accomplished SALN of their respective offices; and
- 2) Submit a final report to the President on or before June 30 of every year, copy furnished the Office of the Deputy Ombudsman.

3.0 The HRMS shall:

- 1) Evaluate as to whether the SALN was submitted on time by the employee/personnel, with complete data, using the proper form;

- 2) Receive the SALN on or before May 30 of every year, classified as:
 - a. Employees who filed their SALNs with complete data;
 - b. Employees who filed their SALNs but with incomplete data; and
 - c. Employees who did not file their SALNs.
- 3) Prepare the SALNs (soft and hard copies) of the Institute, and consolidate the same, copy furnished the Office of the Deputy Ombudsman on or before June 30 of every year; and
- 4) Prepare Transmittal Letter to the Office of the Deputy Ombudsman for the SALNs of the Institute.

4.0 For guidance and compliance.


EDITHA V. PILLO, Ed. D.

Cc: All Concerned
Records