



March 7, 2019

SPECIAL ORDER No. NO 029  
Series of 2019



**SUBJECT: CREATION OF SALN REVIEW AND COMPLIANCE COMMITTEE**

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Pursuant to CSC Resolution No. 1300455 promulgated March 4, 2013 (attached), the SALN Review and Compliance Committee is hereby created with the following members, to wit:

Chairperson Jane Rosarie B. Siong, AO IV  
Members Bevy May T. Santisas, AA VI  
Lee Castor I. Canono, SST II

The committee shall have the following functions:

1. Within three (3) working days upon receipt of the SALN and DBIFC or the Disclosure of Business Interests and Financial Connections pursuant to RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employee) forms, if applicable, from the agency HR, convene and evaluate the submitted forms to determine whether all the applicable information or details required are provided by the filer.
2. Submit a list of employees in alphabetical order, who:
  - i. filed their SALNs with complete data;
  - ii. filed their SALNs but with incomplete data; and
  - iii. did not file their Campus Director.
3. Ensure the confidentiality of the submitted forms.
4. Others as may be assigned by the Campus Director relevant to the compliance to SALN and DBIFC filing.

For guidance and compliance.

  
**LOUIE C. JAMORA**  
Campus Director

cc.: HR, MANCOM



post 8/2

Re: **Review and Compliance Committee  
for the Statement of Assets, Liabilities  
and Net Worth (SALN)**

Number: **1300455**

Promulgated: **04 MAR 2013**

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### RESOLUTION

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the declarant *"to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;"*

**WHEREAS**, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

**WHEREAS**, Section 10 of Republic Act No. 6713 provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

**WHEREAS**, CSC Resolution No. 060231 dated February 1, 2006, amended and clarified Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN wherein officials who are authorized to establish review and compliance procedure in the legislative, executive and judicial departments of the government were identified;

**WHEREAS**, the Commission recognized the need to amend and clarify the persons authorized to review and evaluate the submitted SALNs.

Certified True Copy:

**SEYMOUR B. PARES**  
Chief Executive Officer  
Commission on Government Procurement & Logistics Office

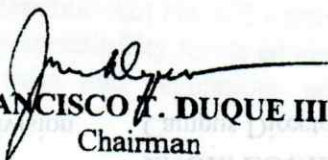
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**IN VIEW OF THE FOREGOING**, the Commission **RESOLVES** to adopt the following guidelines in the review and compliance procedure in the filing and submission of the SALN:

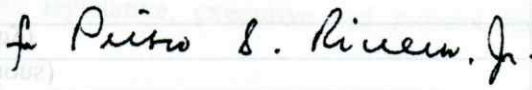
1. Every office/agency shall have a Review and Compliance Committee, which shall be composed of one (1) Chairman and two (2) members;
2. The Review and Compliance Committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.
3. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs but with incomplete data; and
  - c. Those who did not file their SALNs.

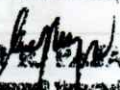
Quezon City.

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**ROBERT S. MARTINEZ**  
Commissioner

**VACANT**  
Commissioner

Attested by:	
	
<b>DOLORES B. BONIFACIO</b>	
Director IV	
Commission Secretariat and Liaison Office	

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<b>Certified True Copy:</b>	
	
<b>SEYMOUR E. PATARES</b>	
Chief Personnel Officer	
Commission Secretariat and Liaison Office	