



OFFICE ORDER 20-178
Series of 2020

1. In accordance with the Civil Service Commission (CSC) Resolution No. 1300455 dated 4 March 2013, the CIAP Statement of Assets, Liabilities and Net Worth ¹ Review and Compliance Committee (SALN RCC) is hereby created, and shall be composed of the following employees:

Chairperson: **Engr. Leilani DL Del Prado**
AFMD, Officer-In-Charge

Members: **Prescela T. Marquez**
Administrative Officer III

Celeste I. Dio
Administrative Officer II

2. The CIAP SALN RCC shall have the following powers and functions.
 - a. Issue the necessary advisories or guidelines ² in accomplishing the SALN;
 - b. Receive the SALN of officials and employees;
 - c. Evaluate the SALN if the same has been submitted on time, is complete and in proper form;
 - d. Issue compliance and /or memorandum to employees who fail to accomplish or file the SALN properly, or who do not file the SALN, and prescribe the appropriate deadline;
 - e. Prepare a list of employees in alphabetical order and submit to the Head of the agency, copyfurnished the CSC, on or before 15 May of every year:
 - e.1. Those who filed SALN with complete data; and
 - e.2. Those who did not file SALN; and,
 - f. Issue the corresponding certificate of review and compliance in accordance with CSC requirements.
3. The Personnel Section shall remain as the unit responsible for submitting the original copies of the SALN to the CSC on or before the statutory deadline, and shall retain copies of the SALN in the employees 201 files.
4. This order shall remain in force until superseded, revoked or revised accordingly.

DORIS U. GACHO
OIC-Executive Director
Team Leader Tatag at Tapat

30 SEP 2020

¹ The SALN filed upon assumption of office, or separation from the service, on or before 30 April of each year reckoned as of the end of the preceding year, includes the Disclosure of Business Interest and Financial Connections.

² May be in supplemental form if not covered by a previous advisory or guidelines





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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:

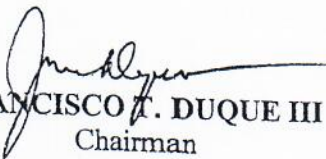
[Signature]
SEYMOUR H. DEJARES
Chief Personnel Specialist
Constitution Department, Liaison Office

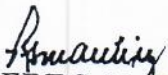
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IN VIEW OF THE FOREGOING, the Commission **RESOLVES** to adopt the following guidelines in the review and compliance procedure in the filing and submission of the SALN:

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:


DOLORES B. BONIFACIO
 Director IV
 Commission Secretariat and Liaison Office

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Certified True Copy:


SEYMOUR E. PARES
 Chief, Personnel Management
 Commission Secretariat and Liaison Office