

OFFICE ORDER NO. 18-174
Series of 2018

**SUBJECT: CREATION OF REVIEW AND COMPLIANCE COMMITTEE FOR
THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
(SALN)**

A Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) is hereby created for the review of the SALN and determine if the same has been submitted on time, complete and in proper form, to be composed of the following:

Chairperson : Director for Admin and Finance
Members : HR Unit Supervisor
HR Personnel Officer

The Committee shall have the following functions:

1. 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.
2. 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

This Office Order shall take effect immediately. All previous Orders inconsistent herewith are hereby revoked or rescinded.


ATTY. FALCONI V. MILLAR, CPA
Secretary General *sem*