



OFFICE ORDER
No. 2018-308

December 19, 2018

Subject : RECONSTITUTION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2006 dated 17 April 2006, otherwise known as "*Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections*" adopted through CSC Resolution No. 06-0231 dated 1 February 2006, as amended by CSC Memorandum Circular No. 3, s. 2013 dated 24 January 2013 adopted through CSC Resolution No. 1300174 dated January 24, 2013; SALN Review and Compliance Committee for the Local Government Academy is hereby reconstituted composed of the following personnel:

Chairperson : **ESMERALDA DAPHNE N. PURNELL** - OIC Assistant Director

Co- Chairperson : **GENEDINE A. EVANGELISTA** - Chief Administrative Officer

Members : **MARCIANA C. OBISPO** - Chief, RPDD
APOLINAR A. DIANA - SAO
DONNA JEANNE M. YARCIA - Administrative Officer (HRMO III)

The Committee shall have the following functions and responsibilities:

1. Collate and evaluate SALN Forms to determine whether said statements have been properly accomplished;

A SALN Form is deemed properly accomplished when:

- 1.1 The correct SALN Form is used;
- 1.2 The date of filing is appropriate (e.g., "As of December 31, 2017)
- 1.3 All applicable information or details required therein are provided;
- 1.4 Items/columns not applicable to the filer are marked "N/A" (not applicable);
- 1.5 The Total Net Worth is correctly calculated;
- 1.6 Additional sheets are property accomplished, if there are any;
- 1.7 Supporting documents are attached, when required;
- 1.8 Signature of spouse is affixed, if joint filing; and
- 1.9 No unnecessary markings are made on the form.

A **SALN Review Checklist** (see attached) should be attached to each SALN Form to facilitate the review process.

2. Be delegated the ministerial duty of the Head of Office to issue Compliance Order as stated in Section 3 of CSC Resolution No.1300174 dated January 24, 2013 which reads:

"Section 3. Ministerial Duty of the Head of Office to Issue Compliance Order. Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order.

3. Prepare **Summary List of Filers** (see attached) and issue a **Certification** (see attached) that all SALN Forms to be submitted are reviewed and found compliant with the guidelines in the filling out and submission of the said forms; and
4. Submit SALN Forms to the Civil Service Commission on or before April 30 of every year.

All other issuances inconsistent herewith are hereby rescinded. This Order shall take effect immediately.

Thelma T. Vecina

THELMA T. VECINA, CESO IV
Executive Director *gr*

