



Certificate No: CIP/5226/15/12/958

SPECIAL ORDER
 NO. SO-2202-002
 Series of 2021

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

Pursuant to Administrative Order No. 17, series of 2022, Review and Compliance Committee for the evaluation of Statement of Assets, Liabilities and Net Worth is hereby reconstituted as follows:

- Chairperson : JESUS ELPIDIO B. ATAL, JR.
- Members : Atty. MARY GLADYS R. PAGUIRIGAN
: REGINALD B. ESTIOCO
- Secretariat : JONALYN P. RAGUINDIN
: GERALDINE N. DAET

The review and Compliance Committee shall have the following functions:

1. Authorize the Human Resource Management Officer(HRMO)/ HRMO designate to receive and evaluate the accomplished SALN of their respective offices; and
2. To see to it that the Head of the Agency, Chairperson and Members of the RCC shall sign the Certification of Compliance as required by the Civil Service Commission.

The HRMO/HRMO Designate shall have the following responsibilities:

1. Evaluate as to whether the SALN was submitted on time, has complete data and accomplished using the proper form; and
2. Submit the SALN of the employees to the HRDS on or before 31 March of every year, in alphabetical order of
 - 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 Order supersedes earlier orders issued on this regard.

For compliance.


JOEL M. GONZALES
 Regional Director

Date: 02 FEB 2022



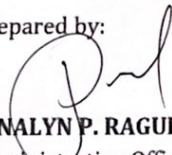
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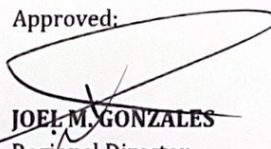
**REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT
 OF FINANCIAL DISCLOSURE**

STEPS / PROCEDURE	RESPONSIBLE PERSON	TIMELINE
1. Issuance of Memorandum on the submission of duly accomplished SALN	HRMO	2 nd week of January 2022
2. Receipt of duly accomplished SALN	HRMO	On or before end February 2022
3. Evaluation of submitted SALN by employees a. Basic Information b. Assets (Real Properties and Personal Properties) c. Liabilities d. Net Worth e. Financial connections and Business Interest f. Relatives in the Government	Review and Compliance Committee	1st week of March 2022
4. Affixing of Signature by the Person Adminstrering Oath	RD	2 nd week of March 2022
5. Consolidation of SALN Filers	HRMO	2 nd week of March 2022
6. Scanning of SALN	HRMO	2 nd week of March 2022
7. Preparation of transmittal of SALN of employees	HRMO	Last week of March 2022
8. Submission to the Office of the Ombudsman and DOLE HRDS	HRMO / Records Officer	First week of April 2022
9. File SALN	HRMO	First week of April 2022

Prepared by:


JONALYN P. RAGUINDIN
 Administrative Officer V
 (HRMO III)

Approved:


JOEL M. GONZALES
 Regional Director