

OFFICE OF THE EXECUTIVE DIRECTOR

January 3, 2023

Administrative Order No. 003-E
Series of 2023

TO : **DIRECTORATE AND STAFF**

FROM : 
REYNALDO V. EBORA
Executive Director

SUBJECT : **Reconstitution of the Review and Compliance Committee for the Statement of Assets, Liabilities and Net worth (SALN)**

Pursuant to RA No. 6713 (Code of Conduct and Ethical Standards...), all government officials and employees are required to file their Sworn SALN every year, as amended in item No. 2 of Civil Service Commission (CSC) Resolution No. 1500088 dated January 23, 2015. Likewise, in compliance with the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2018-1 dated May 28, 2018 re: Guidelines on the Grant of the Performance-Based Bonus and CSC Resolution Nos. 1300455 dated March 4, 2013, every department/agency shall have a SALN Review and Compliance Committee to ensure the proper filing and timely submission of SALNs.

In this connection, the following are hereby designated as Review and Compliance Committee for SALN until December 31, 2023.

Chairperson: **Dr. Melvin B. Carlos**, Deputy Executive Director, OED-ARMSS
Members: **Ms. Adoracion B. Armada**, Supervising Science Research Specialist, ARMRD
Ms. Jaivee Ann M. Tabadero, Accountant II, FAD-Accounting

As such, the Committee shall:

1. Review and ensure that SALNs prepared by PCAARRD officials and employees are properly accomplished, submitted on time and in proper form;
2. To ensure that necessary computations are correct;
3. Resolve issues pertaining to compliance with the submission and filing of SALNs and perform other functions as may be necessary to ensure PCAARRD's compliance with SALN requirements;
4. Upon ensuring that the SALNs are correctly and properly filled-out, the Committee shall endorse the same to the authorized administering officers, as follows: Chief Administrative Officer and the Human Resource Management Officer, as alternate.

To assist the Committee, the FAD-Personnel Section shall:

1. Monitor and consolidate the submission of SALNs
2. Prepare a list of the following employees in alphabetical order; and provide the Executive Director copy thereof:
 - a. Those who filed their SALNs with complete data
 - b. Those who filed but with incomplete data, and

- c. Those who did not file their SALNs
- 3. Transmit all original submitted SALNs to the CSC on or before the deadline of submission, including the following: cover/transmittal letter, summary list of filers and those who did not file their SALNs, certification of compliance and soft copy of summary list of filers
- 4. Return a copy to the concerned personnel as their personal copy and retain another copy of the signed SALNs for filing.

This Administrative Order supersedes AO No. 012-D It shall take effect immediately and shall remain in force unless otherwise revoked.

Please be guided accordingly.