

Regional Special Order

No \_\_\_\_\_  
Series of 2019 **001410**

Subject : **Constitution of SALN Review and Compliance Committee**

In the interest of service and pursuant to Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, the DSWD FO Caraga's SALN Review and Compliance Committee is hereby constituted. The composition of the Committee is as follows:

Position	Name	Designation
Chairperson	Ramel F. Jamen	CAO/ OIC-ARD for Administration
Members	Mary Chill L. Momo	Chief, Human Resource Management and Development Division
	Ramil M. Taculod	Chief, Policy and Plans Division
	Pio V. Japitana	Chief, Financial Management Division
	Atty. Geramer V. Durato	Head of the Legal Services Section
	Bennette Dave C. Calo	Head of the Internal Audit Section
Secretariat	Maria Rea R. Sampiano	Head of the Personnel Administration Section

**Duties of the SALN Review and Compliance Committee**

- a. To review the statements in the SALN to determine whether said statements have been properly accomplished;
- b. To determine whether a statement is properly filled using the prescribed form;
- c. To inform the reporting individual and direct him/her to take the necessary corrective action if a statement is not properly filed.
- d. Prepare a list of the following employees, in alphabetical order to be submitted to the head of agency every year:
  - i. Those who filed their SALN with complete data;
  - ii. Those who filed their SALN but with incomplete data; and
  - iii. Those who did not file their SALNs
- e. Recommend actions on issues with legal concerns relative to the compliance on the filing of SALN with the help of the Legal Services Section Representative

- f. Formulate guidelines for new issuances on the filing of SALN and other related concerns with the help of the Management Audit Analyst. Provided that all issuances must be in accordance with existing guidelines and regulations.
- g. Perform such other functions as may be necessary to ensure compliance by DSWD FO Caraga with all SALN related concerns

**Duties of the SALN Review and Compliance Secretariat**

The Secretariat shall assist the SALN RCC in the conduct of its function. The delineation of functions of the Secretariat shall be, but not limited to the following:

**Head, Personnel Administration Section** – responsible for the receipt, initial review, scanning and safekeeping and transmittal of accomplished SALNs to concerned agencies and preparing the minutes of meetings

Issued this 5<sup>th</sup> day of December 2019 at DSWD Caraga, Butuan City.

  
**MITA CHUCHI GUPANA-LIM**  
Regional Director

001410