



**AGENCY REVIEW AND COMPLIANCE PROCEDURE  
 OF STATEMENTS AND FINANCIAL DISCLOSURES**

Steps	Details	Responsible Person
	<p><b>Issue Memorandum to all employees on the annual submission of SALN. Including the prescribed form and deadline of submission</b></p> <p><b>Check if correct form is used, no important details are missing, and all are signed.</b></p> <p><b>Ensure that all employees have submitted their SALN. Prepare reports using the prescribed forms.</b></p> <p><b>Ensure that all reports are approved by the RCC for submission to Ombudsman, CSC, and DOLE HRDS.</b></p> <p><b>Post in the Transparency Seal the duly received reports from concerned offices.</b></p> <p><b>File SALN copies to 201 of employees and email copies of the same to individual employees.</b></p>	<p><b>Regional Director</b></p> <p><b>Records Officer/HRMO</b></p> <p><b>Review and Compliance Committee (RCC)</b></p> <p><b>HRMO</b></p> <p><b>HRMO</b></p> <p><b>Transparency Seal In-charged</b></p> <p><b>HRMO</b></p>

Reviewed by:

**LUCILA S. PULVERA**  
 Chief Administrative Officer

Approved by:

**ATTN. JOFFREY M. SUYAO**  
 Regional Director



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office No. X  
Northern Mindanao

**OFFICE ORDER NO. 14**  
Series of 2020

In the interest of the service and pursuant to CSC Resolution No. 1300455 to ensure that all employees in the Regional Office covered by RA 6713 filed their Statement of Assets, Liabilities and Net Worth (SALN), the DOLE-X Review and Compliance Committee is hereby constituted, as follows:

Chairman : **ESTRELLA UY-PAHALLA**  
*Assistant Regional Director*

Members : **ATTY. AMOR CONDEO T. BAJARLA**  
*Mediator-Arbiter*

**LUCILA S. PULVERA**  
*Chief Administrative Officer*

Secretariat : **HAZEL S. SUMOBAY**  
*Administrative Officer V*

The Review and Compliance Committee shall:

1. Authorize the Human Resource Management Officers (HRMO) to receive and evaluate the accomplished SALN; and
2. The Head of Agency, Chairperson and Members of the Review and Compliance Committee shall sign the Certification of Compliance as required by the Civil Service Commission.

The Human Resource Management Officer (HRMO) 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, in alphabetical order of
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs with incomplete data; and
  - c. Those who did not file their SALNs.

This order shall take effect immediately until amended or revoked.

For information.

  
ATTY. JOFFREY M. SUYAO  
Regional Director

3 February 2020