



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office 02

Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Tel. No.: 078.304.5378/304.1978/304-7378, Fax No. : 078.304.9345

April 5, 2018

REGIONAL ORDER

NUMBER : 2018-146

SUBJECT : CREATION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE AND SECRETARIAT AND DEFINING THEIR ROLES AND RESPONSIBILITIES

In the interest of public service and 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 Assets and 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 January 24, 2013 adopted through CSC No. 1300174 dated January 24, 2013, SALN Review and Compliance Committee for DILG RO2 is hereby created composed of the following:

Chairperson	- OIC-ARD Elpidio A. Durwin
Vice Chairperson	- PD Salvacion Z. Baccay
Members	- CAO Lorna M. Durwin Legal Officer Sherick L. Saquing Accountant III Emma A. Reyes AO V Edna V. Mungcal AO III Maridin G. Catolico

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 properly 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;



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A SALN Review Checklist shall be used by the committee 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 and issue a Certification that all submitted SALN Forms 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 appropriate offices (Office of the President, Office of the Deputy Ombudsman, and Civil Service Commission) on or before May 15 of every year.

Further, a Secretariat is hereby created, composed of the following:

Head	-	AO IV Jerlyn M. Garan
Members	-	ADA IV Cielo R. Madarang JO Martha Marie T. Maralli

The Secretariat shall perform the following duties and responsibilities:

1. Provide the necessary administrative support services to the Regional Review and Compliance Committee; and
2. Consolidate duly reviewed SALN and submit same to appropriate offices or agencies.

All previous rules, regulations and issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

This order shall take effect immediately.

(sgd.)

JONATHAN PAUL M. LEUSEN, JR., CESO IV
Regional Director

FAD/PS
LMD/IBS/EVM/mtm

"Matino, Mahusay at Maaasahang Kagawaran para sa Mapagkalinga at Maunlad na Pamahalaang Lokal"

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