

April 15, 2025

OFFICE ORDER NO. 38
Series of 2025

**SUBJECT: RECONSTITUTION OF REVIEW AND COMPLIANCE
COMMITTEE**

Pursuant to Civil Service Commission (CSC) Resolution Nos. 1100902 and 1300173 promulgated on July 8, 2011 and January 24, 2013 respectively and Memorandum Circular (MC) No. 19 s. 2011 issue on August 17, 2011, as amended by CSC Resolution No. 1500088 dated January 23, 2015 and MC No. 03 s. 2015 issued on February 17, 2015, which prescribed the Use of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2012 and onwards, and the Guidelines to implement the review and compliance procedure for the review of the SALNs, the Review and Compliance Committee for SALN is hereby reconstituted to ensure compliance of aforementioned issuances:

- Chairperson : **Atty. Rhoel Z. Mabazza**
Assistant General Manager,
Corporate Support Group
- Vice Chairperson : **Atty. Geneflor L. Santiago-Lumbang**
Assistant General Manager,
Asset Management Group
- Members : **Engr. Jonathan C. Eugenio**
Corporate Executive Officer II
Special Projects Group
- Ms. Eliza G. Calimag**
Corporate Executive Officer II
Business Development Group
- Atty. Alexandria Z. Mendoza**
Attorney V
Legal Department
- Secretariat : **Ms. Emily T. Cariaga**
Human Resource Management Officer V
Corporate Support Group

The following shall have the following authority and responsibilities:

1. Issue internal guidelines on the submission of SALN for the previous year to the Committee through the Human Resource Unit on or before April 30 of the current year;
2. Evaluate submitted SALN to determine whether these are submitted on time, accomplished completely and proper in form in accordance with CSC Resolution Nos. 1300173 and 1500088;
3. Submit to the General Manager on or before May 15 of the current year, a list of employees (in alphabetical order) and categorized as follows:
 - 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.
4. Issue an Order requiring those who have incomplete data in the SALN to correct/provide the relevant information and those who did not file/submit their SALNs to comply with a non-extendible period of 30 days from receipt of said order; and
5. Ensure that the evaluated and sworn SALN forms are submitted to the CSC on or before June 30 of the current year.

The Chairperson and the Vice-Chairperson are hereby authorized to administer oath in relation to the SALN of the employees.

The Secretariat shall provide administrative and technical support to the RCC.

All the members of the RCC shall give utmost priority to RCC activities, as necessary.

This Office Order shall take effect immediately, and shall remain in force unless sooner revoked or amended in writing.

Please be guided accordingly.


SATURNINO H. MEJIA
General Manager