

DSWD FIELD OFFICE XII REVIEW AND COMPLIANCE COMMITTEE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSET, LIABILITIES AND NET WORTH (SALN)

SALN REVIEW AND COMPLIANCE COMMITTEE

The Review and Compliance Committee shall receive and evaluate the SALN forwarded by the Personnel Administration Section if the same has been submitted on time, complete and in proper form.

The members of SALN Review and Compliance Committee are:

Chairperson	-	JACKIYA A. LAO SWO V/Chief, DRMD
Members	-	BAILANO A. SALIK-ALI, RSW, MTSW SWO V/Chief, HRMDD BLEZYL DELA CRUZ AA II
Secretariat	-	NORHAYMA P. MAMACOTAO AO V/PAS Head

Duties of the SALN Review and Compliance Committee

1. To review the statements in the SALN to determine whether said statements have been properly accomplished;
2. To determine whether a statement is properly filled using the prescribed form;
3. To inform the reporting individual and direct him/her to take the necessary corrective action if a statement is not properly filed;
4. 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
5. Recommend actions on issues with legal concerns relative to the compliance on the filing of SALN
6. Formulate guidelines for new issuances on the filing of SALN and other related concerns
7. Perform such other functions as may be necessary to ensure compliance by DSWD FO XII with all SALN 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.