



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - NCR

MINUTES OF THE MEETING

Date of Meeting:

February 14, 2022

Time Started: 2:00PM

Time Ended: 4:02PM

Venue/ Time :

ZOOM APP/2:00PM

Host Office :

Personnel Section - AD

Meeting Agenda:

- a. Review and evaluation of submitted SALN FY2021
- b. Other matters

Attendees:	Name	Position	Signature
	ARD Al O. Orolfo	Chairperson, SALN Review and Compliance Committee/ ARD for Management Services	
	Jan Bautista	Vice-Chair / Chief, AD	
	Alma Contreras	Representative Finance Division /ADC, FD	
	Atty Alma Lanzo	Member / Chief, LD	
	Albina Pineda	Member / OIC, PMD	
	Heraclero, Lagrada Jr	Chief, HRDS – AD	
	Rowena Medalla	Chief, Personnel-AD	
	Katrina Escobar	Personnel Section	
	Manilyn Goncero	HRDS	
Al Pia Loren Goda	Secretariat		



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The committee started to tackle the agenda, as follows:

TOPIC	ISSUE RAISED	RESOLUTION/INSTRUCTION	RESPONSIBLE PERSON	TIMELINE	STATUS
Review and evaluation of submitted SALN FY2021					
It was presented that 278 employees out of 278 filled plantilla positions have submitted their SALN. Upon review, the following are some of the noted discrepancies on filling out the form:					
	Not ticking the correct type of filling on their SALNs Incorrect computation on total assets, liabilities and net worth Incomplete data/information on real properties/personal properties/assets and liabilities	Prepare a memorandum for those personnel with discrepancies on their SALN.	Personnel Section	Feb 14, 2022	Complied. All employees have resubmitted their SALN to Administrative Division complying to all the findings.

A. Adjournment

With no other matters to discuss, the meeting was adjourned at 4:03 PM by Chairperson.

Prepared by: 
AL PIA LOREN GODA
Secretariat

Noted by: 
ROWENA C. MEDALLA
Chief, Personnel Section

Approved by: AL O. OROLFO, PhD
Chairperson, SALN Review and Compliance Committee/
ARD for Management Services