



## Notice of Meeting

**TO :** SALN REVIEW COMMITTEE

**MEMBERS:**

Administrative Division Chief  
Legal Division Chief  
Finance Division Chief  
Planning and Management Division Chief

**SECRETARIAT:**

Personnel Section  
Human Resource Development Section  
DNEA Representative


**FROM :** THE CHAIRPERSON OF SALN REVIEW COMMITTEE

**WHEN :** February 26, 2021 (Friday)

**TIME :** 9:00AM

**WHERE :** Conference Room 4<sup>th</sup> floor

**AGENDA :** 1. Review of SALN of DENR-NCR Employees as of December 31, 2020  
2. Other Matters

DENR-NCR  
PERSONNEL SECTION  
RECEIVED BY: 

DATE: FEB 26 2021

  
ALD. OROLFO, PhD.



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - NCR

ATTENDANCE SHEET

SALN REVIEW FOR C.Y. 2020

FEBRUARY 26, 2021

NO	NAME	AGE	M	F	OFFICE/INSTITUTION	SIGNATURE
1.	ARDALO O. OROLFO				OARD-MS	
2.	JAN BASTISTA	49	✓		AD	
3.	EMILDA O. PRUVIGAN	60		✓	FD	
4.	Rowena C. Medalla	51		✓	Personnel	
5.	MARC SASON P. PULSILLO	25	✓		Legal Division	
6.	Al O. Orolfo	33	✓		OARD MS	
7.	Romulo V. Lorche	27	✓		HRDS	
8.	KRISTINE JOY R. CAC	23		✓	Personnel	
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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - NCR  
**MINUTES OF THE MEETING**

Date of Meeting: 26 February 2021

Time Started: 9:00 A.M. Time Ended: 11:00 A.M.

Venue/ Time : 4th floor, Conference Room, DENR-NCR, National Ecology East Ave., Diliman, QC

Meeting Agenda: I. Review of Statement of Assets Liabilities and Network (SALN) for CY 2020

<b>Name</b>	<b>Position</b>	<b>Signature</b>
Al O. Orolo, Ph.D.	Assistant Regional Director for Management Services/Chairman SALN Review and Compliance Committee	
Jan S. Bautista	Vice-Chair/Chief, Administrative Division	
Erlinda O. Daquigan	Chief, Finance Division	
Eduardo C. Calzeta	Chief, Planning and Management Division	
Marc Jascn Duldulao	Representative, Legal Division	
Atty. Romulo V. Concha	OIC, Human Resource Development Section (Secretariat)	
Rowana C. Medalla	Chief, Personnel Section (Secretariat)	
Kristine Joy R. Cac	Administrative Assistant II (Secretariat)	

The meeting was called to order at 9:00 A.M. The Vice Chair presided the meeting. The agenda is to review the Statement of Asset, Liabilities and Network of DENR-NCR employees submitted to the Personnel Section. Pursuant to the review and compliance procedure on the filing of SALN, please be informed the following noted discrepancies on the submitted SALN of DENR-NCR employees



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - NCR

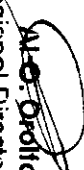
MINUTES OF THE MEETING

TOPICS	ISSUES	RESOLUTIONS	RESPONSIBLE PERSON	TIMETABLES
Review of Statement of Assets Liabilities and Networth (SALN) of DENR-NCR Employees as of December 2020.	The following are some of the noted discrepancies on filling out of SALN: <ul style="list-style-type: none"> <li>• Not ticking the correct type of filing on their SALNs.</li> <li>• Incorrect computation on total assets, liabilities and net worth.</li> <li>• Incomplete data/information on real properties/personal properties/assets and liabilities.</li> </ul>	Preparation of memorandum per division for the correction of discrepancies address to all division and employees with noted discrepancies under SALN. To return the corrected SALN to personnel section immediately.	Secretariat	ASAP

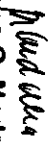
Prepared by:

  
**Kristine Joy R. Cac**  
 Administrative Assistant II

Acknowledged by:

  
**Al O. Ordio, Ph.D.**  
 Assistant Regional Director for Management Services/  
 Chairperson, SALN Review and Compliance Committee

Noted by:

  
**Rowena C. Medalla**  
 Chief, Personnel Section