



Department of Environment and Natural Resources
National Capital Region

SEP 26 2018

SPECIAL ORDER
NO. 2018 - 509



DENR - NATIONAL CAPITAL REGION



SP020180926-3852

**SUBJECT : CREATION OF A STATEMENT OF ASSETS, LIABILITIES
AND NETWORTH (SALN) REVIEW AND COMPLIANCE
COMMITTEE**

Pursuant to CSC Resolution No. 1300455 dated March 04, 2013, amending and clarifying certain provisions of CSC Resolution No. 060231 dated February 1, 2006 on the persons authorized to review and evaluate the submitted SALNs, in relation to Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of SALN, a Review and Compliance Committee is hereby created in the DENR-National Capital Region to be composed of the following:

Chairman	:	The Assistant Regional Director For Management Services
Vice-Chairman	:	The Chief, Administrative Division
Members	:	The Chief, Finance Division The Chief, Planning Division The Chief, Legal Division
Secretariat	:	The Chief, Personnel Section The Chief, Human Resource Development Section Representative- DENR-NCR Employees' Union

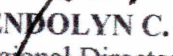
The Review and Compliance Committee shall perform the following:

1. Conducts orientation on SALN among new employees;
2. Receives and evaluates the SALN if the same has been submitted on time, all fields are filled out with correct information;
3. Prepares a list of the following employees, in alphabetical order, to be submitted to the Civil Service Commission, on or before May 15, of every year and to the Office of the Ombudsman;
 - a) Those who filed their SALNs with complete address;
 - b) Those who filed their SALNs but with incomplete data; and
 - c) Those who did not file their SALNs;

4. Prepares compliance order to (a) all employees who did not submit their sworn SALN; (b) to all employees who submitted their sworn SALN but with incomplete data and (c) prepares show-cause order to those who failed to submit within three (3) days (non-extendible) after issuance of the compliance order; and
5. Conducts periodic meetings to review/evaluate SALN submission.

The Committee shall be assisted by a Secretariat from the Chief, Personnel Section, Human Resource Development Section and representative from the DENR-NCR Employees' Union for proper administration of its tasks.

This Order takes effect immediately and superseded previous issuances to the contrary.


GWENDOLYN C. BAMBALAN
OIC Assistant Regional Director for Management Services
and OIC Regional Director, In Concurrent Capacity



DENR - NATIONAL CAPITAL REGION



SP020180926-3852