



1 October 2018

OFFICE ORDER NO. 63
Series of 2018

**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 issued on August 17, 2011, as amended by CSC Resolution No. 1500088 date 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**
Manager, Legal Department
- Vice-
Chairperson : **Atty. Cheryl P. Ann**
Attorney V, Legal Department
- Members : **Jonathan C. Eugenio**
Corporate Executive Officer II, Special Projects
Group
- Ma. Christina C. De Castro**
Budget Officer V, Finance and Administrative Dept.
- Velayda M. Buenaventura**
Development Management Officer IV,
Asset Management Group
- Secretariat : **Rowena R. Roseos**
Secretary, Office of the General Manager

The Committee shall have the following authorities and responsibilities:

1. Issue internal guidelines on the submission of SALN for the previous year to the Committee through the Human Resources Unit on or before April 30 of the current year;
2. Evaluate submitted SALNs to determine whether these are submitted on time, accomplished completely and proper in form in accordance with CSC Resolution Nos. 1300173 and 1500088;
3. Administer oath with regard to the SALN of the NDC employees;
4. 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.
5. Issue an Order requiring those who have incomplete data in the SALNs 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
6. Ensure that the evaluated and sworn SALN forms are submitted to the CSC on or before June 30 of the current year.

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 Order shall take effect immediately.


MA. LOURDES F. REBUENO
General Manager