



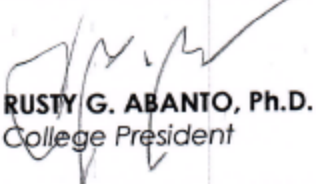
OFFICE OF THE COLLEGE PRESIDENT

Tel. No. (054) 721-2672, Local 131

ADMINISTRATIVE MEMORANDUM

NO. 047-A s. 2018

TO : DR. LILIBETH A. ROXAS, VPAF
MANOLO A. CARBONELL, CAO
MARTIN M. LUKBAN, HRDO

FROM : 
RUSTY G. ABANTO, Ph.D.
College President

SUBJECT : CREATION AND COMPOSITION OF SALN REVIEW AND COMPLIANCE COMMITTEE

DATE : 3 MAY 2018

Pursuant to Section 10 of RA 6713 and CSC Resolution Nos. 1300455 and 1500088, this College hereby creates its **SALN Review and Compliance Committee** and it shall be composed of the following officials:

DR. LILIBETH A. ROXAS	:	Chairperson
MANOLO A. CARBONELL	:	Member
MARTIN M. LUKBAN	:	Member

The primary duty of this committee is to implement the provisions on reviewing and complying with SALN requirements to determine whether said SALNs have been submitted on time, are complete and are in proper form, as required by AO25 IATF. The Agency Review and Compliance Procedure of SALN used by the committee shall thereafter be cascaded to all employees, and the scanned copy of which shall be uploaded in our Transparency Seal page. SALN filing and submission shall adhere to the following guidelines:

Section 1. Filing and Submission of SALN

A. All permanent personnel shall file under oath their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource and Development Office, to wit:

- 1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
- 2) On or before April 30, 2018 of every year hereafter, statements of which must be reckoned as of the end of the preceding year; and

3) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his or her last day of office.

B. Employees are strictly required to fill out all applicable information and/or make a true and detailed statement in their SALN. Items not applicable should be marked N/A (not applicable).

1) The employees shall secure from the HRDO triplicate copies of SALN Form;

2) Fill-out properly and truthfully; and

3) Submit the same before the given deadline.

Section 2. Persons Authorized to Review and evaluate the Submitted SALN

Only the SALN REVIEW AND COMPLIANCE COMMITTEE shall evaluate if the SALNs were submitted on time, complete and in proper form and render a report relative thereto to be submitted to this office on or before May 15, 2018.

For immediate action and compliance of all concerned.

BE GUIDED ACCORDINGLY.