DSWD
Department of Social Welfare and Development
Field Office 3 - Central Luzon

BAGONG PILIPINAS

REGIONAL SPECIAL ORDER
No. 325
Series of 2024

SUBJECT: AMENDMENT OF SALN REVIEW AND COMPLIANCE COMMITTEE

Pursuant to the pertinent provision of Republic Act no. 6713, otherwise known as the Code of Conduct of Ethical Standards for Public Officials and Employees, all government official and employees are required to file their Statement of Assets, Liabilities and Net Worth (SALN) every year, signed DSWD Referendum No. 2022-01 and the changes of personnel and their designations in the organizational structure, Regional Order No. 4840 series of 2022 issued on August 26, 2022 is hereby amended so as to reconstitute the composition of the SALN Review and Compliance Committee, to be composed of the following DSWD Field Office III staff ,in addition to their inherent functions effective immediately and to continue until further orders, to wit:

Chairperson:	**MS. MARIBEL M. BLANCO** Assistant Regional Director for Administration
Members:	**MR. ARMONT C. PECINA** Assistant Regional Director for Operations **MS. JENNIFER C. MORALES** OIC Division Chief, Human Resource Management and Development Division
Secretariat:	**MR. RAYMUND VINCENT A. PANLILIO** Section Chief, Personnel Administration Section **MS. CATHERINE JOY J. CAYANAN** Administrative Officer II, Personnel Administration Section

The Committee shall perform the following functions:

1. Conduct final review and evaluate the SALN forwarded by the PAS if the same has been submitted on time, complete and in proper form;

2. Discuss/Review/Sign Resolutions, Memorandum/reports and other relevant documents concerning SALN.

The PAS as the Secretariat shall perform the following functions:

1. Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete in substance and in proper form;

2. Prepare a list of the following officials and employees in alphabetical order and submit to the FO -RCC for review to be submitted to the DSWD Regional Director:
   a. Those who filed their SALN with complete data;
   b. Those who filed their SALN with in complete data; and
   c. Those who did not file their SALN

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3. Return the SALN with incomplete data to the concerned employees through issuance of SALN Compliance Notice to be signed by the FO-RCC Chairperson;

4. Submit to the concerned offices (Office of the Ombudsman) the duly accomplished and reviewed SALN of DSWD FO officials and employees with certification duly approved by the RCC that the same have been filed on time, complete and in proper form on or before June 30 of every year;

5. Facilitate posting in the Transparency Seal page the RCC review and compliance procedure on set timeline in coordination with the information and Communications Technology Management Section (ICTMS) as may be required by the Inter-Agency Task Force on the Harmonization of national Government (AO 25) for the payment of the Performance Based-Bonus (PBB);

6. Perform other related tasks e.g. preparation of meetings, draft/prepare minutes of meetings and other reports/documents/advisories/resolutions.

Previous orders or issuances contrary hereto are hereby revoked or amended accordingly.

Issued this 30TH day of JANUARY, 2024 at the City of San Fernando, Pampanga.

"By Authority of the Secretary
of the Department of Social
Welfare and Development"

VENUS F. REBULDELA
Regional Director