



**EXECUTIVE ORDER NO. 202
SERIES OF 2023**

**AN ORDER REORGANIZING THE REVIEW AND COMPLIANCE COMMITTEE
FOR THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

WHEREAS, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

WHEREAS, Section 8 of Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, requires the declarant *“to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households”*;

WHEREAS, Civil Service Commission (CSC) Resolution No. 060231 dated February 1, 2006, amended and clarified Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of SALN wherein officials who are authorized to establish review and compliance procedure in the legislative, executive and judicial departments of the government were identified;

WHEREAS, pursuant to this policy, the City Government of Panabo through Executive Order No. 22, Series 2019, created the SALN Review and Compliance Committee in the City of Panabo;

WHEREAS, CSC Resolution No. 1300455 dated March 4, 2013, amended the persons authorized to review and evaluate the submitted SALNs and provided for the adoption of guidelines in the review and compliance procedure in the filing and submission of the SALN;

WHEREAS, the committee needs to be reorganized in order to give it a new mandate in carrying out its duties and responsibilities, taking into account the new term of office of the Local Chief Executive and the need to expand its composition as reconstituted under Executive Order No. 24, Series 2022;

NOW THEREFORE, I, JOSE E. RELAMPAGOS, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. RECONSTITUTION. The Review and Compliance Committee (RCC) for SALN is hereby reorganized as follows:

Chairperson : **JAN MARI G. CAFE, MBA**
CGDH I, CHRMO

Members : **ATTY. CHERVIN C. PACULANANG**
CGDH I, City Legal Office

PEDRITO A. MISOLES
City Administrator

JOANNA CHERYLL S. SILAGAN
Admin. Officer V (Mgt. and Audit Analyst III), CADC



EDWARD A. ALILIN
Admin. Officer V (Budget Officer III), CBO

Secretariat : **CIELITO N. MIANO, EnP**
OIC CGADH I, CHRMO

ALMIRA D. GALAN
Admin. Asst. II (HRMA), CHRMO

MARY SIM E. BASCON
Admin. Aide IV, CHRMO

SECTION 2. FUNCTIONS. The SALN RCC shall observe the procedures and perform its functions, as follows:

1. Shall review the list of employees submitted by Department Heads to the CHRMO containing the list of personnel:
 - a. Those who filed their SALNs
 - b. Those who filed their SALNs but with incomplete data, or
 - c. Those who did not file their SALNs
2. Shall collate and evaluate the SALN Forms and determine the same whether said statements have been properly accomplished;
3. Shall be delegated in the ministerial duty of the Head of Office (Local Chief Executive) to issue Compliance and/or Show Cause Order where necessary, as stated in Section 3 of CSC Resolution No. 1300174, which reads:

“Ministerial Duty of the Head of Office to Issue Compliance Order. Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order.”
4. If the evidence so warrants, shall recommend appropriate action to the Local Chief Executive to proceed with the conduct of the administrative proceedings for the offense of failure to file SALN pursuant to Rule 10, Section 50 (D)(8) of the 2017 Rules on Administrative Cases in the Civil Service.
5. Shall prepare Summary List of Filers and issue a Certification that all SALN forms to be submitted are reviewed and found compliant with the guidelines in the filling out and submission of the said forms;
6. Shall submit SALN Forms to the Office of the Deputy Ombudsman and Civil Service Commission on or before May 15 of every year; and
7. Shall observe and comply with other rules and procedure provided by the CSC Resolution No. 060231 dated February 6, 2006 as well as the subsequent amendatory rules and resolution adopted by CSC and Office of the Ombudsman on the matter of filing of SALN.

SECTION 3. DUTIES OF THE HEADS OF OFFICES. The Heads of Offices or its designated personnel shall:

1. Conduct initial evaluation of the accomplished SALNs of its personnel, whether said forms have been properly accomplished before submitting the same to the City Human Resource and Management Office; and
2. Notify its personnel who submitted their SALNs with incomplete data or who did not submit their SALNs and require them to provide the lacking information or submit their SALNs within two days from receipt of a particular notice.

SECTION 4. REPEALING CLAUSE. All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly;

SECTION 5. EFFECTIVITY. This order shall take effect upon signing hereof.

Done this 25th day of May, 2023 at Panabo City, Davao del Norte.


JOSE E. RELAMPAGOS
City Mayor