



Special Order No. 038
Series of 2017

Subject : Review and Compliance Committee for SALN Submission

Special Order No. 017 series of 2013 on the "Designation of Review and Compliance Committee for SALN" (attached) is hereby amended to designate Ms. Gia F. Estrella vice Ms. Cecilia E. Macogay who has resigned.

The new composition of the Committee is as follows:

Chairman : Atty. Jessie R. Reotutar (OBS)
Members : Ms. Christy B. Villanueva (HRMDG)
Ms. Gia F. Estrella (OBS)

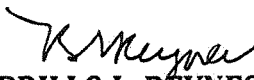
The functions and responsibilities of the SALN Review and Compliance Committee as provided in various CSC issuances are hereby reiterated:

- Determine and evaluate if the SALN has been submitted on time, complete and in proper form; (CSC Resolution No. 1300455; CSC MC. No. 19 s. 2011; CSC MC No. 10 s. 2006)
- Render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed; (CSC MC No. 10 s. 2006)
- Inform the reporting individual if the SALN is not properly filed and direct him/her to take necessary corrective action; (CSC MC No. 10, s. 2006).
- Transmit all original copies of SALN received with attached list of employees/declarant, in alphabetical order, to the head of agency, copy furnished the concerned/repository agency on or before the prescribed deadline. (CSC Resolution No. 1300455)

Furthermore, this issuance reiterates Special Order No. 035 s. 2013 which delegates to the Chairman of the Committee as authorized officer to administer oath with regard to the SALN forms of SB Corp employees.

This order shall be in full force and effect unless revoked in writing.

Please be guided accordingly.


BRILLO L. REYNES
President/CEO

4/05/2017
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Small Business Corporation

Memorandum

31 March 2017

FOR : BRILLO L. REYNES
President/CEO

From : Chairman, Review and Compliance Committee
HR Management and Development Group

Subject : **Review and Compliance Committee for SALN Submission**


In 2012, former Chairman and CEO, Dr. Ramon M. Quesada approved the composition of SALN Review and Compliance Committee pursuant to Article B of CSC MC No. 19 series of 2011 :


Chairman : Atty. Jessie R. Reotutar (OBS)
Members : Ms. Christy B. Villanueva (HRMDG)
Ms. Cecilia E. Macogay (OCCO)

However, due to resignation of Ms. Cecilia E. Macogay, the undersigned jointly recommends Ms. Gia F. Estrella as the new member of the SALN Review and Compliance Committee.

Lastly, we consolidated Special Order Nos. 017 and 035 in this new Special Order draft.

For approval.


Alice L. Sy
Group Head, HRMDG


Atty. Jessie Reotutar
Chairman, Review and Compliance Committee

msi
4/5/17