



OFFICE ORDER No. 065
Series of 2020

In the interest of the service and in line with CSC Resolution No. 1300455, Review and Compliance Committee of the Statement of Assets, Liabilities and Net - Worth (SALN) of DOLE Regional Office IV-A is hereby reconstituted:

Chairperson: **Atty. NEPOMUCENO A. LEAÑO II**
OIC – Assistant Regional Director

Members: **Atty. MAUREEN ZENA O. SERAZON-TONGSON**
Mediator-Arbitrer

Ms. INA LOU B. FLORENDO
Chief Administrative Officer

Secretariat: **Ms. KATHERYN S. PEREZ**
Administrative Officer V

Ms. JENNYLYN S. RUBIO
Administrative Aide VI

The Committee shall have the following responsibilities:

1. Authorize the Human Resource Management Officer (HRMO) and/or HRMO designate to receive and evaluate the accomplished SALN of the Office; and
2. The Head of the Agency, Chairperson and Members of the Review Committee shall sign the Certification of Compliance as required by the Civil Service Commission.

The HRMO and/or HRMO designate shall have the following tasks:

1. Evaluate as to whether the SALN was submitted on time, has complete data and accomplished using the proper form; and
2. Submit the SALN of the employees to the HRDS on or before 31 March of every year, in alphabetical order of;

REGIONAL OFFICE

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- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs with complete data; and
- c. Those who did not file their SALNs.

This Order takes effect immediately until further orders.



HENRY JOHN S. JALBUENA
Regional Director

_____ March 2020