



02 January 2025

OFFICE ORDER  
NO. RIVA-01-012-2025

### RECONSTITUTION OF SALN REVIEW AND COMPLIANCE COMMITTEE

---

Pursuant to Civil Service Commission (CSC) Resolution No. 1300455 promulgated on 04 March 2013, the National Telecommunications Commission Region IVA (CALABARZON) **Statement of Assets, Liabilities and Net Worth Review and Compliance Committee (SALN RCC)** is hereby reconstituted and shall be composed of the following:

Chairperson	-	<b>MARIA LUISA A. DITAN</b>
Member	-	<b>ADORA A. MERCADO</b>
Member	-	<b>JENNIFER D. MARQUEZ</b>

#### DUTIES AND RESPONSIBILITIES:

1. Issue Memorandum to all NTC RIVA officials and employees for the call of SALN submission with specified deadline. The HR Assistant shall monitor submission.
2. Two (2) weeks before deadline, issue reminder through the region's official chat group on the submission of SALN with attached list of employees who have already submitted their SALNs.
3. The HR Assistant or designated SALN RCC Member shall do cursory review of the SALNs and check the following:
  - a. Complete personal information of the declarant (e. g. name, spouse, children, business interests/financial connections and relatives in the government service);
  - b. Date of filing;
  - c. Page numbering;
  - d. Signature of the declarant and the co-declarant;
  - e. Proper type of filing;
  - f. Proper form used (updated SALN form);

- g. Proper classification of properties (real or personal property);
  - h. Details of the properties (exact location, declaration of the assessed value/current fair market value, and the mode of acquisition);
  - i. Amount indicated for the properties (e. g. if donation or inheritance, there must be no amount declared for the acquisition cost; and
  - j. Computation for the total assets, liabilities and net worth.
4. Findings of non-compliances and errors in filling-out shall be indicated in the form and return to the employee concerned for revision / proper filing. Indicate also the deadline to re-submit the SALN.

If the SALN is already compliant with requisites for content and in proper form prescribed under RA 6713 and its Implementing Rules and Regulations, it shall be forwarded to the Head of Office or authorized Administering Officer to administer oath. The sworn SALNs shall be returned to HR Assistant for inclusion in the Summary List of Filers.

5. Upon receipt of all sworn SALNs, the HR Assistant shall prepare and do the following:
- a. Summary List of Filers;
  - b. Summary List of Non-Filers;
  - c. Certification to be signed by the SALN RCC Chairperson which attests that the SALNs in the Summary List of Filers are reviewed and found compliant;
  - d. Scan the original copies of sworn SALNs and save to USB;
  - e. Prepare transmittal letter to the repository agency; and
  - f. Prepare Certification letter to be signed by the SALN RCC Chairperson and members which attests that SALNs submitted are reviewed and found compliant.
6. The SALN related documents shall be endorsed by the HR Assistant to the SALN RCC Chairperson for signature.
7. Once the documents are approved by the Head of Office, the HR Assistant shall facilitate the submission of SALNs and related documents to the repository agency on or before the 30<sup>th</sup> June every year or as prescribed by the repository agency.
- a. Transmittal Letter;
  - b. Original and electronic copies of the SALNs;
  - c. Summary List of Filers;
  - d. Summary List of Non-Filers; and
  - e. Certification signed by the SALN RCC Chairperson which attests that the SALNs in the Summary List of Filers are reviewed and found compliant.
8. Copies of SALNs and related documents shall be filed by HR Assistant in accordance with the rules and regulations on retention and disposal of records.

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 SALN to comply within a non-extendible period of thirty (30) days from receipt of the said order pursuant to Section 3, CSC Resolution No. 060231 dated 01 February 2016.

Ms. JENNIFER D. MARQUEZ, HR Assistant, is hereby directed to communicate this Order to the concerned personnel as well as NTC RIVA employees in the regional office and field offices for information and compliance.

This Order shall take effect immediately and shall remain in force until superseded, revoked or revised accordingly

For information and compliance.

  
**ROLANDO DS SAN LUIS**

Regional Director  
/lani

AAM - *panamb*

JDM - *chris*