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**OFFICE ORDER NO. 021**  
Series of 2021

Pursuant to Civil Service Commission (CSC) Resolution Nos. 1100902 and 1300173 promulgated on July 8, 2011 and January 24, 2013, respectively, and Memorandum Circular (MC) No. 19, s. 2011 issued on August 17, 2011, as amended by CSC Resolution No. 1500088 dated January 23, 2015 and MC No. 03, s. 2015 issued on February 17, 2015, which prescribed the adoption of the "Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the year 2012 and Onwards," and the Guidelines to implement the review and compliance procedure for SALNs, the Review and Compliance Committee (RCC) for SALN is hereby reconstituted, to ensure compliance with the aforementioned issuances:

- Chairperson** : Vice President/Officer-in-Charge  
Human Resource Group (HRG)
- Members** : Assistant Vice President  
Legal Services Department (LSD) I
- Department Manager III  
Human Resource Administration Department (HRAD)
- Two (2) Corporate Executive Officers II  
Human Resource Administration Department (HRAD)
- Secretariat** : Human Resource Administration Department (HRAD)

The RCC shall have the following authorities, duties and responsibilities:

1. Issue internal guidelines on the submission of the SALN for the previous year on or before April 30 of the current year;
2. Evaluate submitted SALNs to determine whether these are submitted on time, accomplished completely and proper in form in accordance with CSC Resolution Nos. 1300173 and 1500088;
3. Administer oath with regard to the SALN of PDIC employees;



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4. Submit to the President, copy furnished the CSC, on or before May 15 of the current year, a list of employees (in alphabetical order) and categorized as follows:
  - a. Those who filed their SALNs with complete data;
  - b. Those who filed their SALNs but with incomplete data; and
  - c. Those who did not file their SALN.
5. Issue an Order requiring those who have incomplete data in their SALNs 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) calendar days from receipt of said order; and
6. Ensure that the evaluated and sworn SALN forms are submitted to the CSC on or before June 30 of the current year.

The Secretariat shall provide the administrative and technical support to the RCC.

All the members of the RCC shall give utmost priority to the RCC activities, as necessary.

This Order shall take effect immediately and supersede Office Order No. 027, s. 2020.

  
**ROBERTO B. TAN**  
President and CEO 

**FEB 16 2021**  
February \_\_, 2021