



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 5
DOLE 5 Bldg., Doña Aurora Street, Old Albay, Legazpi City
Tel. No. (052) 480-5830 / 480-5831 / 480-3058 / 481-0768



OFFICE ORDER NO. 2020-26
Series of 2020

In the interest of the service and in line with Administrative Order No. 33, series of 2020, on the creation of the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN), the composition of the Department of Labor and Employment Regional Office No. 5 (DOLE RO5) Review and Compliance Committee is hereby reconstituted as follows:

Chairperson:	Imelda E. Romanillos	OIC-Asst. Regional Director
Vice-Chairperson:	Atty. Joan N. Noya-Nidua	Mediator-Arbiter
Member :	Cherry B. Mosatalla	Chief Admin. Officer
Secretariat:	Rizaliz A. Vargas	Admin. Officer V/HRMO III

The Review and Compliance Committee shall:

1. Authorize the HRMO to receive and evaluate the accomplished SALN of their respective offices;
2. Prepare a list of filers, specifying in alphabetical order those who:
 - a. Filed their SALNs with complete data;
 - b. Filed their SALNs but with incomplete data; and
 - c. Did not file their SALN;
3. Sign the Certification of Compliance as required by the Civil Service Commission (Annex "A").

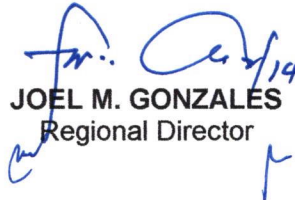
The Human Resource Management Officer (HRMO) shall have the following responsibilities:

1. Evaluate as to whether the SALN was submitted on time, has complete data and accomplished using the proper form;
2. Scan the individual SALNs of all the officials and employees and save them per declarant in PDF format, with the following filename format: **SALN of (employee name)**.
3. Collate all the electronic copies in one (1) compact disc (CD) or Universal Serial Bus (USB) storage, and likewise prepare a certification for signature of the

Regional Director that the SALNs submitted electronically are faithful reproductions of the original copies;

4. Prepare a cover letter to submit the SALNs (both hardcopies and softcopies) to the Office of the Ombudsman for Luzon enumerating the names and corresponding positions of all officials and employees who submitted their SALNs with the certification of faithful reproduction;
5. Prepare transmittal letter to HRDS with the following attachment:
 - a. Both hardcopies and electronic copies of the SALN of all DOLE RO5 officials and employees;
 - b. Certification of Compliance as required by the Civil Service Commission (Annex "A");
 - c. Copy of the list of filers, specifying in alphabetical order those who:
 - i. Filed their SALNs with complete data;
 - ii. Filed their SALNs but with incomplete data; and
 - iii. Did not file their SALN;
 - d. Copy of the cover letter to the Office of the Ombudsman for Luzon; and
 - e. Copy of the Certification that the electronic copies of SALNs are faithful reproductions of the original copies.

This Order takes effect immediately and supersedes all other orders inconsistent herewith.


JOEL M. GONZALES
Regional Director

11 February 2020