



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 5

DOLE 5 Bldg., Doña Aurora Street, Old Albay, Legazpi City
ro5@dole.gov.ph



Office Order No. 2023-057
Series of 2023

In the interest of the service and pursuant to the Civil Service Commission (CSC) Resolution No. 1300455 and DOLE Administrative Order No. 17 s. 2022, Review and Compliance Committee for the Statement of Assets, Liabilities and Networth, the composition of the DOLE RO5 Review and Compliance Committee is hereby reconstituted as follows:

- Chairperson : **Atty. Marion S. Sevilla, LL. M.**
Assistant Regional Director
- Members : **Atty. Joan N. Noya-Nidua** **Eduardo Pedro V. Caño**
Mediator-Arbiter IMSD Chief
- Secretariat : **Alma V. Corbe**
AOV/ Human Resource Management Officer (HRMO)

The Committee shall:

1. Authorize the IMSD HRMO and HRMO-designates of the regional, provincial offices and divisions to receive and evaluate the accomplished SALN of the employees in their respective jurisdictions or offices. The HRMO-designates of the POs and other divisions shall submit the accomplished SALNs of their respective employees to the IMSD-HRMO;
2. The IMSD-HRMO shall submit the SALN of the employees to the Office of the Ombudsman for Luzon, copy furnished HRDS, in alphabetical order of:
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs with incomplete data; and
 - c. Those who did not file their SALNs.
3. Sign the Certificate of Compliance as required by the Civil Service Commission (Annex "A").

The HRMO and HRMO-designates 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 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 SALN 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 shall take effect immediately until amended or revoked.


MA. ZENaida A. ANGARA-CAMPITA, CESO III
Regional Director

___ March 2023

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| DEPARTMENT OF LABOR AND EMPLOYMENT |
| REGIONAL OFFICE No. 5, LEGAZPI CITY |
| IMSI (SECURITY SECTION) |
| DATE: MAR 27 2023 |
| TIME: 11:30 am |
| RELEASED BY:  |

023 -2516

DISSEMINATED/FORWARDED THRU EMAIL

MAR 27 2023