



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE

No.4 Visayas Avenue, Brgy. Vavra, Quezon City
Tel. Nos. 924-7980, 921-4473; Fax No. 456-6368
Website: www.nmis.gov.ph
e-mail: nmis@nmis.gov.ph

ECS Copy

15 February 2022

SPECIAL ORDER
No. 02-2022-029
Series of 2022

SUBJECT : **AMENDMENT TO SPECIAL ORDER NO. 10-2019-181 REGARDING THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE FOR CENTRAL OFFICE AND REGIONAL TECHNICAL OPERATIONS CENTER**

Pursuant to CSC Resolution No. 1300455 dated March 4, 2013 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Net worth (SALN)", a Review and Compliance Committee is hereby created:

Chairperson : **ENGR. ERWIN A. RUIZ**
OIC, Chief Administrative Officer

Vice Chairperson : **DR. YVETTE O. SOLLER**
OIC, Supervising Administrative Officer

Members : **MS. LUZVIMINDA P. JOSEPH**
Administrative Officer V (HRMO III)

MS. ALYZA JANE D. VILLAMARZO-CARBUNGCO
Accountant III

MR. ARIEL P. LUPENARIO
NMISEA - President

Secretariat : **MR. GIAN CARLO N. TABING**
MS. PAMELA N. APOSTOL

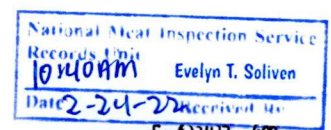
All Regional Officers shall create their Regional Office Review and Compliance Committee with the following composition.

Chairperson : **REGIONAL TECHNICAL DIRECTOR/
OIC, REGIONAL TECHNICAL DIRECTOR**

Members : **DESIGNATED NEXT-IN-RANK TO THE REGIONAL
TECHNICAL DIRECTOR**

DESIGNATED ADMINISTRATIVE OFFICER

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The Review and Compliance Committee shall perform the following:

1. Review and evaluate the submitted SALN by checking its timeliness and making sure that all fields are dully filled up with correct information.
2. Prepare compliance order through Memorandum Order on the following:
 - a. All employees who did not submit their sworn SALN within the deadline
 - b. All employees who submitted their sworn SALN within the set deadline but with incomplete data
3. Prepare show cause notice to those who failed to submit their sworn SALN within three days after the receipt of the compliance order.
4. Prepare a list of the following employees in alphabetical order to be submitted to the Head of the Agency.
 - a. All employees who filed their SALNs with complete data
 - b. All employees who did not file their SALNs

Attached hereto is the prescribed SALN form to be submitted to the Human Resource Management (HRM) Section on or before the 15th day of March of every year.

This Order shall take effect immediately and shall remain in full force unless otherwise revoked, amended or modified in writing. All Orders, memoranda and issuance inconsistent are deemed duly revoked.

So ordered.


DR. JOCELYN A. SALVADOR, MPM

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FORM A

LIST OF EMPLOYEES WHO DID NOT FILE SALNs for CY ____
Regional Technical Operation Center ____

NAME	REASON FOR NON SUBMISSION

Submitted by:

Certified Correct:

Designated Admin. Officer
Signature over printed name

Next-In-Rank
Signature over printed name

Noted by:

**Regional Technical Director/
OIC, Regional Technical Director**
Signature over printed name

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FORM B

**SUMMARY LIST OF FILERS
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
Calendar Year _____**

CERTIFICATION

This is to certify that the SALN submitted /included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of the _____.
(RTOC)

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by the CSC Resolution No. 1300455 promulgated on March 4, 2013).

Issued on _____ at _____.
Date (Place)

Submitted by:

Certified Correct:

Designated Admin. Officer
Signature over printed name

Next-In-Rank
Signature over printed name

Noted by:

**Regional Technical Director/
OIC, Regional Technical Director**
Signature over printed name

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FORM C

ASSETS, LIABILITIES AND NETWORTH SUMMARY REPORT

NAME OF EMPLOYEE	ASSETS	LIABILITIES	NETWORTH

Submitted by:

Certified Correct:

Designated Admin. Officer

Signature over printed name

Next-In-Rank

Signature over printed name

Noted by:

**Regional Technical Director/
OIC, Regional Technical Director**

Signature over printed name

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