



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

22 Jan 2021

DIVISION MEMORANDUM
No. 019, s. 2021

RECONSTITUTION OF SALN REVIEW AND COMPLIANCE COMMITTEE

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that the composition of the Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2020, shall be as follows:

Chairperson: **Alicia E. Anghay, ASDS**
Members: **Jeffrey M. Martinez, AO V**
Anna Mae M. Atillo, HRMO II
Secretariat: **Esmael V. Malaco, Jr., ADAS III**

2. Personnel Unit shall conduct initial review of the SALNs and notify the concerned employees on any deficiency for compliance relative to their SALN. The Review and Compliance Committee shall then conduct its final review and evaluation of SALNs.

3. Designated employees are expected to perform the following duties and responsibilities, in addition to the duties and responsibilities of their current position.

- a. Receive and review SALNs if submitted on time, complete and in proper form
- b. Prepare and submit the following reports/certifications to the Head of Agency, copy furnished the Civil Service Commission (CSC), on or before the set deadline
 - i. Those who filed their SALNs with complete data
 - ii. Those who filed their SALNs with incomplete data
 - iii. Those who did not file their SALNs

4. This memorandum shall take effect until further revoked by this office.

OSDS/**AMA**



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5. For information, guidance and compliance.

OLGA C. ALONSABE

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEES

OSDS/**AMA**



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