



December 6, 2018

FIVE
DIVISION MEMORANDUM
No. **496A**, s. 2018

CREATION OF THE SCHOOLS DIVISION OF SILAY CITY SALN REVIEW AND COMPLIANCE COMMITTEE AND PROCEDURES

TO: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Division Section Heads
All Others Concerned

1. Pursuant to the pertinent provisions of Republic Act No. 6173, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", all government officials and employees are required to file their Statements of Assets, Liabilities and Net Worth (SALN) every year. This is in accordance with Memorandum Circular No. 2018-1, Section 6.5, a provision of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, " Each department/agency shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and in proper form, the Schools Division of Silay City SALN Review and Compliance Committee shall be created with the following composition, to wit:

Chairperson: **Jose L. Quinto**
Chief, SGOD

Members: **Atty. Melchor C. Villalobos**
Attorney III

Federico P. Pillon, Jr.
Chief, CID

Jennifer B. Salgado
Administrative Officer IV (HRMO)

Salvacion J. Senayo
Education Program Supervisor I, EsP

Pancito Pancho B. Cinco
Administrative Officer V, (Budget)

2. As such, the Committee shall review and ensure that the Statements of Assets, Liabilities and Net Worth Forms prepared by officials and employees of Schools Division of Silay City are properly accomplished and submitted on time of the prescribed form.
3. Enclosure No. 1 is the Review and Compliance Procedures of Statement of Assets, Liabilities and Net Worth (SALN) for reference.
4. Immediate dissemination and compliance to this Memorandum is desired.

mpalcat
MA. ROSELYN J. PALCAT, EdD, CESO VI
Assistant Schools Division Superintendent *Jaw.*
Officer-In-Charge
Office of the Schools Division Superintendent

<p style="text-align: center;">Gather and Consolidate</p> <p style="text-align: center;">↓</p>	<p>Gather and consolidate SALNs and check if all permanent officials and employees have filed their SALN with the Human Resource Management Office in the prescribed period.</p>
<p style="text-align: center;">Prepare transmittal letter</p> <p style="text-align: center;">↓</p>	<p>Prepare transmittal letter to the:</p> <p>a.) Civil Service Commission together with the Summary List of Filers, Certificate of Compliance and Alphabetical List of Officials and Employees who files the SALN</p>
<p style="text-align: center;">Prepare electronic and soft copies of SALN</p> <p style="text-align: center;">↓</p>	<p>Save the PDF copies of the SALN in a CD/ flash drive</p>
<p style="text-align: center;">Submit/Transmit SALN</p> <p style="text-align: center;">↓</p>	<p>Submit and transmit all SALNs of personnel to the CSC including the following:</p> <ul style="list-style-type: none"> • Summary of List of Filers (using CSC Form); • Certification of Compliance (using CSC Form) • Receiving copy of transmittal letter; and • Soft copy of Summary List of Filers
<p style="text-align: center;">Compile SALNs and receiving copies of transmittal</p> <p style="text-align: center;">↓</p>	<p>Compile the SALNs for records purposes</p>
<p style="text-align: center;">END</p>	