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PCW Circular No. 2018-129
Series of 2018

SUBJECT : CREATION OF THE STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE IN THE PHILIPPINE COMMISSION ON WOMEN

DATE : 24 September 2018

Pursuant to CSC Resolution No. 060231 dated 6 February 2006, amending and clarifying Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance in the submission of the SALN, a Review and Compliance Committee is hereby created in the Philippine Commission on Women to be composed of the following:

- Chairperson : **CHIEF ADMINISTRATIVE OFFICER**
Administrative and Finance Division
- Vice-Chairperson : **ADMINISTRATIVE OFFICER V**
Head, Human Resource Management and Development Section
- Member : **ADMINISTRATIVE AIDE VI**
Human Resource Management and Development Section

The Review and Compliance Committee shall perform the following:

1. Prepares the agency review and compliance procedures to be observed;
2. Receives and evaluates the SALNs to determine if the same have been submitted on time and all fields are filled out with the correct information;
3. Prepares a list of the employees, in alphabetical order, to be submitted to the Executive Director, copy furnished the Civil Service Commission and Office of the Ombudsman, on or before May 15 of every year:
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs;
4. Prepares a compliance order to (a) all employees who did not submit their sworn SALN; and (b) to all employees who submit their sworn SALN but with incomplete data and likewise prepares a show-cause order to those who failed to submit within three (3) days (non-extendable) after issuance of the compliance order; and
5. Submits the reviewed SALNs to the Civil Service Commission and the Office of the Ombudsman.

This order shall take effect immediately.


EMMELINE L. VERZOSA
 Executive Director III

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