

SPECIAL ORDER NO. 20
Series of 2019

TO : SALN REVIEW AND COMPLIANCE COMMITTEE

Chairperson : **DANNY B. LATAWAN**
HRSD Manager

Members : **AVIGALE C. VILLANUEVA**
HR Officer

: **LANIE ROSE D. ROMERO**
HR Assistant

SUBJECT : CREATION OF THE SALN REVIEW AND COMPLIANCE COMMITTEE

DATE : 09 September 2019

This Special Order (SO) is hereby issued designating you to constitute the Statements of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee.

The SALN Review and Compliance Committee shall review and ensure that the SALN Forms, prepared by officials and personnel of the John Hay Management Corporation (JHMC) are properly accomplished using the prescribed form and submitted on time.

To ensure compliance thereof, the Committee shall conduct the following procedure:

1. The Committee shall issue a Memorandum on the submission of SALN in three (3) copies.
2. The Committee shall receive and evaluate the completeness of the entries and/or compliance of the SALN submitted, to wit:
 - 2.1 Basic information
 - 2.2 Assets, Liabilities and Net Worth
 - 2.2.1 Real Properties
 - 2.2.2 Personal Properties
 - 2.2.3 Liabilities
 - 2.3 Computation of Net Worth
 - 2.4 Financial Connections and Business Interests
 - 2.5 Relatives in the Government
 - 2.6 Signatures (Declarant and Spouse if applicable)
 - 2.7 Certifications (if applicable)

2.8 Paginations

2.9 Mark with “N/A” for items that are not applicable

If upon evaluation, the entries are not complete and/or compliant with the requirements, the Committee shall return the SALN to the officer or personnel concerned for revision. The revised SALN of the concerned officer or personnel shall be submitted back to the Committee within three (3) days from receipt thereof.

3. The Committee shall collate the SALN’s and check if all officials and personnel have filed their SALN in the prescribed form.
4. The Committee shall prepare the transmittal letter to the concerned agencies.
5. The Committee shall save the PDF copies of the SALN in a CD/ flash drive.
6. The Committee shall submit the SALN to the concerned agencies on or before June 30 of every year including the following, if applicable:
 - 6.1 Summary of Compliant and Non-Compliant personnel
 - 6.2 Summary of List of Filers
 - 6.3 Certification of Compliance
 - 6.4 CD/ flash drive containing items 6.1 to 6.3
7. The Committee shall compile the SALN’s for records purposes.

This Special Order shall take effect on 09 September 2019 remain in full force and in effect until otherwise revoked by the President and CEO.

PLEASE BE GUIDED ACCORDINGLY.

Issued on the 9th day of September 2019 at the John Hay Management Corporation, Baguio City.

JOHN HAY MANAGEMENT CORPORATION

By:


ALLAN RAZON GARCIA

President and Chief Executive Officer

John Hay Management Corporation

a member of the BCDA Group



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