



SPECIAL ORDER

NO. 12

Series of 2024

SUBJECT: RECONSTITUTION OF THE DA-BAR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE

In the exigency of the service and in compliance with CSC Resolution No. 1300455¹ promulgated on March 4, 2013, the Statement of Assets, Liabilities and Networth Review and Compliance Committee (SALN RCC) is hereby reconstituted as follows:

Chair	:	Assistant Director
Members	:	Head, Human Resource Management Unit Head, Accounting Unit
Secretariat	:	Human Resource Management Unit

The SALN RCC shall perform the following duties and responsibilities:

1. Receive and consolidate submission of SALNs of all BAR rank-and-file employees and evaluate if the same has been submitted on time, with complete data and in proper form
2. Prepare and submit a list of the following employees, in alphabetical order, to the head of agency with copy furnished to the Civil Service Commission **on or before the 30th of June of every year:**
 - a. Those who filed their SALNs on time with complete data;
 - b. Those who filed their SALNs on time but with incomplete data; and
 - c. Those who did not file their SALNs.

The Assistant Director and Head of the Human Resource Management Unit are further authorized to act as Administering Officers for the DA-BAR officials and rank-and-file employees, respectively. The attestation made by the declarants in their SALN has to be administered/signed by the Administering Officer for the oath to be legally effective.

This Order shall take effect immediately and shall remain in force until revoked in writing. All previous orders, memoranda and issuances inconsistent herewith are deemed revoked and superseded.

For the information, guidance and compliance of all concerned.

Done this 18 day of January, 2024.

JUNEL B. SORIANO, PhD
Director

¹ Re: Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)