



October 25, 2023

SPECIAL ORDER NO. 10-2023-245

Series of 2023

SUBJECT: RECONSTITUTION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE FOR CENTRAL OFFICE AND REGIONAL TECHNICAL OPERATIONS CENTER

Pursuant to CSC Resolution No. 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)", a Review and Compliance Committee is hereby reconstituted:

- Chairperson : **Deputy Executive Director**
- Vice-Chairperson : **Chief Administrative Officer**
- Members : **Head, Finance Division**
Head, Human Resource Management Section
NMISEA Representative
- Secretariat : **Human Resource Management Staff**

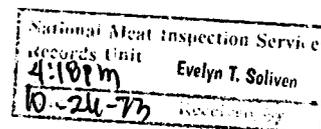
All Regional Officers shall reconstitute their Regional Office Review and Compliance Committee with the following composition:

- Chairperson : **REGIONAL TECHNICAL DIRECTOR**
- Members : **DESIGNATED NEXT-IN-RANK TO THE REGIONAL TECHNICAL DIRECTOR**
DESIGNATED ADMINISTRATIVE OFFICER

The Review and Compliance Committee shall perform the following:

1. Review and evaluate the submitted SALN and check its timeliness for submission, all fields are duly filled up with correct information;
2. Prepare compliance order through Memorandum Order on the following:
 - a. All employees who did not submit their sworn SALN within the set deadline
 - b. All employees who submitted their sworn SALN within the set deadline but with incomplete data
3. Prepare show-cause notice to those who failed to submit their sworn SALN within three (3) days after the receipt of the compliance order.

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4. Prepare a list of the following employees in alphabetical order to be submitted to the Head of the Agency:
 - a. All employees who filed their SALNs with complete data
 - b. All employees who did not file their SALNs

Attached hereto is the prescribed SALN form to be submitted the Human Resource Management (HRM) Section on or before **March 31 of every year.**

This Order shall take effect immediately and supersedes previous issuances to the contrary.


DR. CLARITA M. SANGCAL
Executive Director

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LIST OF EMPLOYEES WHO DID NOT FILE SALNs FOR CY _____
Regional Technical Operation Center _____

NAME	REASON FOR NON-SUBMISSION

Submitted by:

Certified Correct:

Designated Admin. Officer
 Signature over printed name

Designated Next-in-Rank
 Signature over printed name

Noted by:

Regional Technical Director
 Signature over printed name



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**SUMMARY LIST OF FILERS
 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
 Calendar Year_____**

CERTIFICATION

This is to certify that the SALN submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of the _____
 (RTOC)

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALNs pursuant to CSC Memorandum Circular No. 10 s. 2006 (as amended by the CSC Resolution No. 1300455 promulgated on March 4, 2013).

Issued on _____ at _____
 (Date) (Place)

Submitted by:

Certified Correct:

Designated Admin Officer
 Signature over printed name

Next-in-Rank
 Signature over printed name

Noted by:

Regional Technical Director
 Signature over printed name

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STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH SUMMARY REPORT

Name of Employee	Assets	Liabilities	Networth

Submitted by:

Certified Correct:

Designated Admin Officer
 Signature over printed name

Next-in-Rank
 Signature over printed name

Noted by:

Regional Technical Director
 Signature over printed name

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post pl.

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

Number: 1300455

Promulgated: 04 MAR 2013

X-----X

RESOLUTION

WHEREAS, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

WHEREAS, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the declarant *"to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;"*

WHEREAS, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

WHEREAS, Section 10 of Republic Act No. 6713 provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form. and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

WHEREAS, CSC Resolution No. 060231 dated February 1, 2006, amended and clarified Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN wherein officials who are authorized to establish review and compliance procedure in the legislative, executive and judicial departments of the government were identified;

WHEREAS, the Commission recognized the need to amend and clarify the persons authorized to review and evaluate the submitted SALNs.

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Certified True Copy:

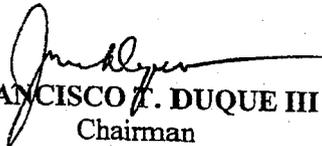
[Signature]
SEYMOUR H. PEJARES
Chief Executive Officer
Commission on Elections, I. Lopez Office

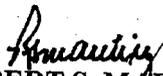
In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

IN VIEW OF THE FOREGOING, the Commission **RESOLVES** to adopt the following guidelines in the review and compliance procedure in the filing and submission of the SALN:

1. Every office/agency shall have a Review and Compliance Committee, which shall be composed of one (1) Chairman and two (2) members;
2. The Review and Compliance Committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.
3. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, 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.

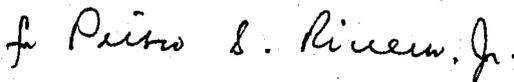
Quezon City.


FRANCISCO T. DUQUE III
Chairman


ROBERT S. MARTINEZ
Commissioner

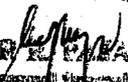
VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

AGR/X36/X51/fj195

Certified True Copy:


SEYMOUR R. PARES
Chief Executive Officer
Commission Secretariat and Liaison Office



ECS Copy

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NATIONAL MEAT INSPECTION SERVICE
No.4 Visayas Avenue, Brgy. Vasra, Quezon City
Tel. Nos. 924-7980, 921-4473; Fax No. 456-6368
Website: www.nmis.gov.ph
e-mail: nmis@nmis.gov.ph

15 February 2022

SPECIAL ORDER
No. 02-2022-029
Series of 2022

SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 10-2019-181 REGARDING THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) REVIEW AND COMPLIANCE COMMITTEE FOR CENTRAL OFFICE AND REGIONAL TECHNICAL OPERATIONS CENTER

Pursuant to CSC Resolution No. 1300455 dated March 4, 2013 on the Review and Compliance Committee for the Statement of Assets, Liabilities and Net worth (SALN)", a Review and Compliance Committee is hereby created:

Chairperson : **ENGR. ERWIN A. RUIZ**
OIC, Chief Administrative Officer

Vice Chairperson : **DR. YVETTE O. SOLLER**
OIC, Supervising Administrative Officer

Members : **MS. LUZVIMINDA P. JOSEPH**
Administrative Officer V (HRMO III)

MS. ALYZA JANE D. VILLAMARZO-CARBUNGCO
Accountant III

MR. ARIEL P. LUPENARIO
NMISEA - President

Secretariat : **MR. GIAN CARLO N. TABING**
MS. PAMELA N. APOSTOL

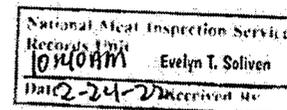
All Regional Officers shall create their Regional Office Review and Compliance Committee with the following composition.

Chairperson : **REGIONAL TECHNICAL DIRECTOR/
OIC, REGIONAL TECHNICAL DIRECTOR**

Members : **DESIGNATED NEXT-IN-RANK TO THE REGIONAL
TECHNICAL DIRECTOR**

DESIGNATED ADMINISTRATIVE OFFICER

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The Review and Compliance Committee shall perform the following:

1. Review and evaluate the submitted SALN by checking its timeliness and making sure that all fields are duly filled up with correct information.
2. Prepare compliance order through Memorandum Order on the following:
 - a. All employees who did not submit their sworn SALN within the deadline
 - b. All employees who submitted their sworn SALN within the set deadline but with incomplete data
3. Prepare show cause notice to those who failed to submit their sworn SALN within three days after the receipt of the compliance order.
4. Prepare a list of the following employees in alphabetical order to be submitted to the Head of the Agency.
 - a. All employees who filed their SALNs with complete data
 - b. All employees who did not file their SALNs

Attached hereto is the prescribed SALN form to be submitted to the Human Resource Management (HRM) Section on or before the 15th day of March of every year.

This Order shall take effect immediately and shall remain in full force unless otherwise revoked, amended or modified in writing. All Orders, memoranda and issuance inconsistent are deemed duly revoked.

So ordered.


DR. JOCELYN A. SALVADOR, MPM

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