



*Pursuit of Truth*



*Passion for Excellence*



*Commitment to Service*

03 June 2022

**PSHS-BRC**  
**Special Order No. 024**  
**Series of 2022**

**SUBJECT : COMPOSITION AND FUNCTIONS OF SALN REVIEW AND COMPLIANCE COMMITTEE**

In compliance with the provisions of RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Official and Employees and the Civil Service Commission (CSC) Circular No. 3, s. 2015, all PSHS-BRC officials and employees are directed to file their 2021 SALN on or before May 30, 2022. Moreover, the Human Resource Management Officer (HRMO) shall transmit all original copies of the SALNs received on or before June 30 of such year to the appropriate repository agency.

In view thereof, the following personnel shall compose the SALN Review and Compliance Committee:


Chairperson : JAY P. BASSIG, *FAD Chief*  
Members : ANNABELLE B. DELOVINO, *HRMO*  
FE S. BALANG, *Administrative Officer IV*

The Committee shall perform the following duties and functions:

1. Establish procedures for the review of the submitted SALN, as to its completeness;
2. In the event that an official or employee of this office has not filed the SALN on time, said Committee shall have the authority to take the necessary action in accordance with the Civil Service Commission laws, rules and regulations; and
3. Ensure that the SALN Filers must attach and submit required documents.
4. The Secretariat shall render services to the Review and Compliance Committee and handle the safekeeping and systematic filling of the SALN documents.



This Order shall take effect immediately and shall remain valid until revoked.

  
**ENGR. LORVI B. PAGOROGON**  
Campus Director

