



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

097.12 DPWH

11-25-2021

NOV 25 2021

SPECIAL ORDER)

NO. 306)

Series of 2021) *fnf 11/25/2021*

SUBJECT : Reconstitution of a Statement of Assets, Liabilities and Networth (SALN) Review and Compliance Committee in the DPWH Central Office and Regional Offices

Pursuant to CSC Resolution no. 060231 dated February 06, 2016, amending and clarifying Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN, a Review and Compliance Committee in the DPWH-Central Office and Regional Offices is hereby reconstituted, as follows:

- Chairman : **Director MICHAEL S. VILLAFRANCA**
Human Resource and Administrative Service
- Vice-Chairman : **Mr. ZALDY F. FALEJO**
Chief, Human Resource Management Div., HRAS
- Members : **Ms. MAGIELYN R. CAPISTRANO-GARCIA**
Chief, Records Management Section, HRMD-HRAS
- : **Ms. MA. ELENA C. IGNACIO**
Administrative Officer IV, Records Mgt. Section, HRMD-HRAS
- : **Administrative Officers of Services, Bureaus and UPMO**

All Regional Offices shall create their Regional Office Review and Compliance Committee with the following composition:

- Chairman : **Assistant Regional Director**
- Vice-Chairman : **Chief Administrative Officer**
- Members : **Administrative Officer V (HRM Section)**
: **Administrative Officer IV (HRM Section)**
: **Administrative Officer V (DEOs)**

The Review and Compliance Committee shall perform the following functions:

1. Receives and evaluates the SALN if the same has been submitted on time and if all fields are filled out with correct information;
2. Prepares a list of all filer employees, in alphabetical order, to be submitted to the Civil Service Commission, on or before June 30 of every year for officials/employees in the DPWH-CO and to the Ombudsman, copy furnished the Civil Service Commission, for officials/employees in the DPWH Field Offices;

S.O. No. 306 s. 2021
Reconstitution of a Statement of Assets and Liabilities and Networth (SALN)
Review and Compliance Committee in the DPWH Central Office and Regional Offices

3. Prepares compliance order to all employees who did not submit their sworn SALN and to those who submitted their sworn SALN but with incomplete data; and
4. Prepares show-cause order to those who failed to submit their sworn SALN within the three (3) days non-extendable period upon receipt of the compliance order.

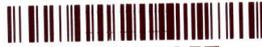
The committee shall be assisted by a Secretariat from the Records Management Section, HRMD, HRAS, in the Central Office and Chief of the Records Management Section in the Regional Office for the proper administration of its task.

This Order supersedes S. O. No. 31, s. 2019 and shall take effect immediately.



ROGER G. MERCADO
Acting Secretary

Department of Public Works and Highways
Office of the Secretary



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10.1.1 MRCG/ZFF/MSV