



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
Caraga Administrative Region

Office Order No. 32 Series of 2020

TO : **ALL EMPLOYEES**
CHED Caraga

SUBJECT : **CREATION OF THE REVIEW AND COMPLIANCE COMMITTEE ON STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (RCC-SALN) AND PRESCRIBING THE REVIEW AND COMPLIANCE PROCEDURE IN CHED CARAGA**

Date : September 28, 2020

In compliance to Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees which took effect in 1989, and in accordance with CSC MC No. 10, series of 2006, CSC Resolution No. 1300455 promulgated on March 4, 2013, CSC Resolution No. 1500088 issued in 2015, and the recently issued CSC MC No. 13 s. 2020 there is hereby created a **Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (RCC-SALN)** in CHED Caraga compose of the following:

Chairperson: DR. LEONIDA S. CALAGUI, CESO III – Director IV

Member : Alma Sy-Patron – Chief Administrative Officer/HRMO designate

Noeme Rose Deluta-Mani, CPA – Education Supervisor II

The task of the above-mentioned Committee is to receive the accomplished SALN in physical or in electronic form and evaluates the same as to its completeness and proper use and accomplishment of the form and ensure the on-time submission in accordance with CSC rules.

In addition, the Review and Compliance Procedure in Filling and Submission of the SALN is hereby prescribed as follows:

1. Employee concerned prepares his or her own SALN and submits the same to CHEDRO RCC_SALN, through HRMO, in physical or electronic form as prescribed by the CSC;
2. CHEDRO RCC-SALN, through HRMO, receives the SALN, physically or electronically, from employees, acknowledge the same and forward the same to the Chairperson of RCC-SALN for evaluation as to completeness and proper use of the SALN form;
3. CHEDRO RCC-SALN evaluates the completeness, proper use of form and timely submission of each of the employees' SALN;



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4. Chairperson of the CHEDRO RCC-SALN administers the oath in accordance with CSC MC No. 10 series of 2020 and signs the same. In her absence, the Chief Administrative Officer may administer the oath on Chairperson's behalf.
5. Chairperson of CHEDRO RCC-SALN issues the Compliance Order to employee once the former has declared that SALN of employee concerned is complete and proper in form; The HRMO shall assist the Chairperson of RCC-SALN in preparing the Compliance Order;
6. HRMO prepares Summary of List of Employees who submitted and not submitted the SALN, duly signed by the Chairperson and Members of the CHEDRO RCC-SALN, and submit the signed List to CHEDCO and CSC in accordance with prescribed timeline set by CSC rules;
7. CHEDRO RCC-SALN, through HRMO, transmits one original copy of the SALN, in physical or electronic format, of each employee to the Deputy Ombudsman for Mindanao and, retain the second original physical or electronic copy on file.
8. CHEDRO RCC-SALN shall conduct a periodic orientation, information dissemination or coaching on how SALN form shall be accomplished and submitted.

This Office order shall take effect immediately.

Issued on 28th day of September 2020, Philippines.


LEONIDA S. CALAGUI, LL.B, PhD, CESO III
Director IV/Chairperson, RCC-SALN