



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. VII



Office Order No. 017-2021
Series of 2021

TO : Concerned Personnel

SUBJECT : **DOLE- Region 7** Composition of Review and Compliance Committee for the Statement of Assets, Liabilities and Network.

DATE : March 29, 2021

In the interest of the service and pursuant to Administrative Order No. 33, Series of 2020, the composition of DOLE-Region 7 Review and Compliance Committee for the Statement of Assets, Liabilities and Network (SALN), to wit:

Chairperson	Atty. Jude Thomas P. Trayvilla, OIC-Assistant Regional Director
Co-Chairperson	Lilia A. Estillore, Director III
Members	Atty. Lovely Aissa B. Velayo-Agliam, Med.-Arb./OIC-IMSD Fernando S. Lopez, Senior Labor & Employment Officer, DARE President
Secretariat	Enriquito T. Satuita, HRMO III Angelica V. Cabuco, Admin. Aide VI

The Review and Compliance Committee shall:

1. Authorize the Human Resource Management Officers (HRMOs) to receive and evaluate the accomplished SALN of their respective Offices; and
2. Sign the Certification of Compliance as required by the Civil Service Commission.

The Human Resource Management Officer (HRMO) shall have the following responsibilities:

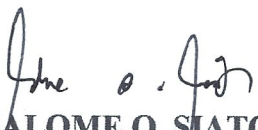
1. Evaluate as to whether the SALN was submitted on time, has complete data and accomplished using the proper form; and
2. Submit the SALN of the employees to the HRDS on or before 31 March of every year, in alphabetical order of:
 - a) Those who filed their SALNs with complete data;
 - b) Those who filed their SALNs but with incomplete data; and
 - c) Those who did not file their SALNs.

The Secretariat shall:

1. Receive the SALNs and shall consolidate a list of the following employees, in alphabetical order, to the Head of Agency, copy furnished the Civil Service Commission on or before 30 June of every year; and
2. Prepare a Transmittal Letter to the Civil Service Commission, Certification of Compliance and the Summary List of Filers (and summary list of those who did not submit, if any).

This Order shall take effect immediately.

For strict compliance.


SALOME O. SIATON
Regional Director

Copy furnished:
Records
Personnel concerned

