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F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

Republic of the Philippines


CAMARINES NORTE STATE COLLEGE

OFFICE OF THE COLLEGE PRESIDENT

ADMINISTRATIVE MEMORANDUM

No. 008, s. 2022

To : **DR. MARIA CRISTINA C. AZUELO, VPAF**
MR. JEFFERSON T. DACER, CAO
MR. MARTIN M. LUKBAN, HRMO

FROM : 
DR. MARLO M. DE LA CRUZ, PECE
College President

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

DATE : **12 JANUARY 2022**

Pursuant to Section 10 of RA 6713 and CSC Resolution Nos. 1300455 and 1500088, this College hereby creates its SALN Review and Compliance Committee and it shall be composed of the following officials:

DR. MARIA CRISTINA C. AZUELO	: Chairperson
MR. JEFFERSON T. DACER	: Member
MR. MARTIN M. LUKBAN	: Member

The primary duty of this Committee is to implement the provisions on reviewing and complying with SALN requirements to determine whether said SALNs have been submitted on time, are complete and are in proper form as required by AO25 IATF. The Agency Review and Compliance Procedure of SALN used by the committee shall thereafter be cascaded to all employees, and the scanned copy of which shall be uploaded in our Transparency Seal page. SALN filing and submission shall adhere to the following guidelines:

Section 1: Filing and Submission of SALN

- A.** All permanent personnel shall file under oath their SALN and Disclosure of Business Interests and Financial Connections with the Human Resource and Development Office to wit:
- 1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office:
 - 2) On or before April 30, 2022 of every year hereafter, statements of which must be reckoned as of the end of the preceding year; and
 - 3) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his or her last day of office.



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B. Employees are strictly required to fill out all applicable information and/or make a true and detailed statement in their SALN, items not applicable should be marked N/A (not applicable).

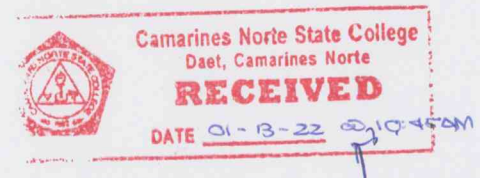
- 1) The employees shall secure from the HRDO triplicate copies of SALN form;
- 2) Fill out properly and truthfully; and
- 3) Submit the same before the given deadline.

Section 2. Persons Authorized to Review and evaluate the Submitted SALN

Only the SALN REVIEW AND COMPLIANCE COMMITTEE shall evaluate if the SALNs were submitted on time, complete and in proper form and render a report relative thereto to be submitted to this office on or before May 15, 2022.

For immediate action and compliance of all concerned.

BE GUIDED ACCORDINGLY.



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HUMAN RESOURCE DEVELOPMENT OFFICE

CNSC SALN REVIEW & COMPLIANCE COMMITTEE REPORT

The SALN Review and Compliance Committee headed by the Vice President for Administration and Finance, Dr. Maria Cristina C. Azuelo, with two (2) members, namely: Jefferson T. Dacer, Chief Administrative Officer and Martin M. Lukban, HRMO III. The Committee met on May 10, 2022 at 8:30 in the morning at the Office of VP for Administration and Finance to discuss and review the submitted SALN of the rank and file employees and that of the College President.

Martin M. Lukban reported to the Committee that the SALN of all employees were received by his office on or before April 30, 2022 as the deadline set by the CSC. The Committee reviewed the submitted forms which are complete and proper which is in accordance with Revised SALN Form (Revised as of January 2015).

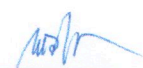
Meeting was adjourned at 10:35 in the morning.

Prepared by:


MARTIN M. LUKBAN
Human Resource Management Officer III

Noted by:


JEFFERSON T. DACER
Chief Administrative Officer


MARIA CRISTINA C. AZUELO, Ph.D.
VP for Administration and Finance