

SPECIAL ORDER NO. 034
Series of 2026

Subject : CREATION OF REVIEW AND COMPLIANCE COMMITTEE FOR SALN

In compliance to CSC Memorandum Circular No. 3, s. 2013 (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth & Disclosure of Business Interests and Financial Conditions), Special Order No. 098 series of 2023 on the "Creation of Review and Compliance Committee for SALN" (attached) is hereby amended to designate Atty. Jofred Paul P. Jandayan, Attorney VI under LSG vice Atty. Livian May Sanchez-LLorito who has resigned.

Particulars	FROM (S.O No. 098, s. 2023)	TO
Chairman SBCorp Designated Authorized Officer to Administer Oath	Atty. Livian May Sanchez-LLorito Group Head, OCCO	Atty. Jofred Paul P. Jandayan Attorney VI, LSG
Member	Ms. Christy Villanueva	Same
	Ms. Gia F. Estrella	Same
Secretariat	HRASG	Same
Functions and Responsibilities	<ul style="list-style-type: none"> • SALN Review and Compliance Committee (RCC) • Administering of Oath • Secretariat Functions 	Same

A. Duties and Responsibilities of the SALN Review and Compliance Committee (RCC)

1. Render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed.
2. Review and evaluate the SALN submissions of covered personnel in order to determine if the SALN has been submitted on time, complete and in proper form. The SALN must be filed by the declarant:
 - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of declarant's first day of service;
 - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of December 31 of the preceding year; and,
 - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of declarant's last day of office.
3. Inform the reporting individual if the SALN is not properly filed and direct him/her to take necessary corrective action.



4. Prepare a list of the following employees, in alphabetical order, and submit to the Head of Agency, copy furnished may be applicable, the Civil Service Commission, the Office of the Ombudsman, or the Office of the President:
 - o Those who filed their SALNs with complete data;
 - o Those who filed their SALNs but with incomplete data; and
 - o Those who did not file their SALNs

B. Duties and Responsibilities of SALN RCC Secretariat

The HRASG/Secretariat shall transmit all original copies of SALNs received with attached list of employees/declarant, certification and oath from the SALN Review and Compliance Committee to the concerned repository agencies:

- a. Within three (3) months from the date of filing of the declarant with the department, agency, or office for those entering government service;
- b. On or before December 30 of every year for the annual filing of the SALN; and,
- c. Within three (3) months from the date of filing of the declarant with the department, agency, or office for those leaving government service.

C. Offenses and Sanctions: RULE XI of the CSC Omnibus Rules on the Statement of the Assets, Liabilities and Net Worth (SALN)

1. Section 117. **OFFENSES AND PENALTIES.** Any of the following acts shall constitute a violation of Section 8 of R.A. No. 6713, and shall be punishable by **suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense**, without prejudice to the proper filing of other administrative offenses as may be warranted under existing laws:
 - a. Failure of an official or employee to submit his/her SALN;
 - b. Failure of an official or employee to correct and submit his/her SALN in accordance with the review and compliance set forth by the department, agency, or office concerned; and
 - c. Failure to disclose or misdeclaration in bad faith of any asset, liability, business interest, financial connection, and relative in the government in the SALN.
2. Section 118. **HEAD OF AGENCY; REVIEW AND COMPLIANCE COMMITTEE; CHIEF/HEAD OF HRMO.** Any head of department, agency, or office who fails to establish or create a review and compliance committee in compliance with the provisions of these Rules, in relation to the provisions of R.A. No. 6713 on the review and compliance procedure in the filing and submission of the SALN, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

The members of the **Review and Compliance Committee** shall be held liable for Simple Neglect of Duty when it fails to inform and return the SALN to the declarant for failure to use the proper form or if the form is not complete.

The **Chief/Head of the HRMO** who fails to submit the SALNs within the prescribed period for submission of the SALNs to the proper repository agency shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Furthermore, the issuance reiterates Special Order No. 035 s. 2013 which delegates to the Chairman of the Committee as the authorized officer to administer oath with regard to the SALN forms of SB Corp employees.

This Order supersedes Office Order No. 098 series of 2023 and shall take effect immediately and shall remain in full force unless revoked in writing.

Please be guided accordingly.



ROBERT C. BASTILLO

President/CEO

Date: April 16, 2026

SPECIAL ORDER NO. 098
Series of 2023

Subject : CREATION OF REVIEW AND COMPLIANCE COMMITTEE FOR SALN

In compliance to CSC Memorandum Circular No. 3, s. 2012 (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth & Disclosure of Business Interests and Financial Conditions), the following personnel are hereby designated to the Review and Compliance Committee for SALN:

Chairman : Atty. Livian May Sanchez-Llorito, OCCO
Members : Ms. Christy B. Villanueva, HRASG
Ms. Gia F. Estrella, OBS
Secretariat : HR and Administrative Services Group

The functions and responsibilities of SALN Review and Compliance Committee as provided in various CSC issuances, as follows:

- Render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed (CSC MC No. 10 s. 2006);
- Review and evaluate the SALN submissions of covered personnel in order to determine if the SALN has been submitted on time, complete and in proper form; (CSC Resolution No. 1300455; CSC MC. No. 19 s. 2011; CSC MC No. 10 s. 2006).
- Inform the reporting individual if the SALN is not properly filed and direct him/her to take necessary corrective action; (CSC MC No. 10 s. 2006).
- Prepare a list of the following employees, in alphabetical order, and submit to the Head of Agency, copy furnished may be applicable, the Civil Service Commission, the Office of the Ombudsman, or the Office of the President, on or before May 15 of every year (CSC Resolution No. 1300455; SB Corp Office Order No. 039 s. 2021);
 - a. Those who filed their SALNs with complete data;
 - a. Those who filed their SALNs but with incomplete data; and
 - b. Those who did not file their SALNs
- HRMDG shall transmit all original copies of SALNs received with attached list of employees/declarant, certification and oath from the SALN Review and Compliance Committee to the concerned repository agencies on or before June 30 of every year (CSC MC No. 10 s. 2006; SB Corp Office Order No. 039 s. 2021)

Furthermore, the issuance reiterates Special Order No. 035 s. 2013 which delegates to the Chairman of the Committee as authorized officer to administer oath with regard to the SALN forms of SB Corp employees.

This Order supersedes Office Order No. 043 series of 2022 and shall take effect on 26 October 2023 and shall remain in full force unless revoked in writing.

Please be guided accordingly.


ROBERT C. BASTILLO

President/CEO

Date: October 26, 2023

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

SPECIAL ORDER NO. 043
Series of 2022

**Subject : DESIGNATION OF ATTY. LIVIAN MAY SANCHEZ-LLORITO AS CHAIRMAN OF THE
SALN REVIEW AND COMPLIANCE COMMITTEE**

In compliance to CSC Memorandum Circular No. 3, s. 2013 (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions), Special Order No. 017 series of 2013 on the "Designation of Review and Compliance Committee for SALN" (attached) is hereby amended to designate Atty. Livian May Sanchez-Llorito vice Atty. Jessie R. Reotutar who has retired.

The new composition of the Committee is as follows:

Chairman	:	Atty. Livian May Sanchez-Llorito (OBSCO)
Members	:	Ms. Christy B. Villanueva (HRMDG) Ms. Gia F. Estrella (OBSCO)
Secretariat	:	HR Management and Development Group

The functions and responsibilities of SALN Review and Compliance Committee as provided in various CSC issuances, as follows:

- Render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed (CSC MC No. 10 s. 2006);
- Review and evaluate the SALN submissions of covered personnel in order to determine if the SALN has been submitted on time, complete and in proper form; (CSC Resolution No. 1300455; CSC MC. No. 19 s. 2011; CSC MC No. 10 s. 2006).
- Inform the reporting individual if the SALN is not properly filed and direct him/her to take necessary corrective action; (CSC MC No. 10 s. 2006).
- Prepare a list of the following employees, in alphabetical order, and submit to the Head of Agency, copy furnished may be applicable, the Civil Service Commission, the Office of the Ombudsman, or the Office of the President, on or before May 15 of every year (CSC Resolution No. 1300455; SB Corp Office Order No. 039 s. 2021);
 - a. Those who filed their SALNs with complete data;
 - a. Those who filed their SALNs but with incomplete data; and
 - b. Those who did not file their SALNs
- HRMDG shall transmit all original copies of SALNs received with attached list of employees/declarant, certification and oath from the SALN Review and Compliance Committee to the concerned repository agencies on or before June 30 of every year (CSC MC No. 10 s. 2006; SB Corp Office Order No. 039 s. 2021)

Furthermore, the issuance reiterates Special Order No. 035 s. 2013 which delegates to the Chairman of the Committee as authorized officer to administer oath with regard to the SALN forms of SB Corp employees.

This order shall be in full force and effect unless revoked in writing.

Please be guided accordingly.


MA. LUNA E. CACINANDO
President/CEO

Date: August 09, 2022



Special Order No. 038
Series of 2017

Subject : Review and Compliance Committee for SALN Submission

Special Order No. 017 series of 2013 on the "Designation of Review and Compliance Committee for SALN" (attached) is hereby amended to designate Ms. Gia F. Estrella vice Ms. Cecilia E. Macogay who has resigned.

The new composition of the Committee is as follows:

Chairman : Atty. Jessie R. Reotutar (OBS)
Members : Ms. Christy B. Villanueva (HRMDG)
Ms. Gia F. Estrella (OBS)

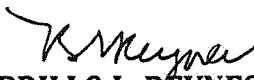
The functions and responsibilities of the SALN Review and Compliance Committee as provided in various CSC issuances are hereby reiterated:

- Determine and evaluate if the SALN has been submitted on time, complete and in proper form; (CSC Resolution No. 1300455; CSC MC. No. 19 s. 2011; CSC MC No. 10 s. 2006)
- Render any opinion interpreting the provisions on the review and compliance procedures and make a determination on whether a statement is properly filed; (CSC MC No. 10 s. 2006)
- Inform the reporting individual if the SALN is not properly filed and direct him/her to take necessary corrective action; (CSC MC No. 10, s. 2006).
- Transmit all original copies of SALN received with attached list of employees/declarant, in alphabetical order, to the head of agency, copy furnished the concerned/repository agency on or before the prescribed deadline. (CSC Resolution No. 1300455)

Furthermore, this issuance reiterates Special Order No. 035 s. 2013 which delegates to the Chairman of the Committee as authorized officer to administer oath with regard to the SALN forms of SB Corp employees.

This order shall be in full force and effect unless revoked in writing.

Please be guided accordingly.


BRILLO L. REYNES
President/CEO

4/05/2017
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Special Order No. **017**
Series of 2013

**Subject : Designation of Review and Compliance Committee
for SALN Submission**

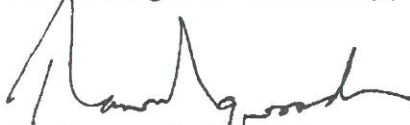
In compliance to CSC Memorandum Circular No. 3 s 2013, (Amendment to the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Conditions), a Review and Compliance Committee for SALN submission shall be instituted in SB Corp, composed of the following officers and employees:

Chairman : Atty. Jessie R. Reotutar

Members : Christy B. Villanueva
Ma. Cecilia E. Macogay

This order shall take effect immediately and shall continue to be in effect, unless revoked in writing.

Please be guided accordingly.



Dr. Ramon M. Quesada
Chairman and CEO

March 11, 2013

Date

017