



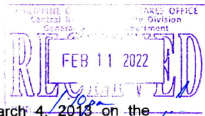
SO-2022-060

9 February 2022

PCSO SPECIAL ORDER

NUMBER SO-2022-061

DESIGNATION



1. Pursuant to CSC Resolution No. 1300455 dated March 4, 2013 on the constitution of the **Statement of Assets, Liabilities and Net Worth Review and Compliance Committee** (SALN RCC), the following are hereby designated, as follows:

**SALN RCC FOR PCSO MAIN AND SAN MARCELINO OFFICE
INCLUDING STBR AND NCL DEPARTMENTS**

- | | |
|---------------|---|
| Chairman | - Manager, Human Resources Department |
| Vice-Chairman | - Manager, Internal Audit Services |
| Member | - Attorney V, Legal Department |
| Secretariat | - Division Chief, Personnel Relations and Services Division (PRSD), HRD |
| | - Technical Assistant A of the five (5) sectors |
| | - Representative from the Office of the Chairperson |
| | - Representative from the Office of the General Manager |

2. The SALN RCC is tasked to do as follows:
 - 2.1. Ensure that the Declarant complies with the requirements in filing the SALN form as prescribed under Republic Act 6713, and its Implementing Rules and Regulations, as follows:
 - a. Basic Information
 - b. Assets (Real Properties and Personal Properties);
 - c. Liabilities;
 - d. Net Worth;
 - e. Financial Connections and Business Interests; and
 - f. Relatives in the Government.
 - 2.2. Prepare a list of the following employees, in alphabetical order, to the Head of Agency **on or before 30 April of every year**:
 - 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.
3. The HRD shall transmit all original copies of the SALNs received as well as the list of employees prepared by the SALN RCC to the Civil Service Commission, the repository agency, **on or before 30 June of every year**.

4. All Orders inconsistent herewith are hereby amended, repealed, and/or modified accordingly.
5. This Special Order shall take effect immediately and shall subsist unless sooner revoked.

ROYINA MARZAN GARMA

OFFICIAL:

ANNA LIZA P. INCIONG

Department Manager
Human Resources Department

DISTRIBUTION:

Office of the Chairperson
Office of the General Manager
Human Resources Department
Legal Department
Internal Audit Services
Central Records and Library Division - GSD
All PCSO Offices