



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
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SPECIAL ORDER NO: 21-136

September 20, 2021

SUBJECT: Guidelines in Reviewing the Statement of Assets, Liabilities and Net Worth (SALN) and Creation of the SALN Review and Compliance Committee

1. In accordance with Republic Act No. 6713, an Act Establishing a “Code of Conduct and Ethical Standards for Public Officials and Employees” under Section 8. (A) Statements of Assets and Liabilities and Financial Disclosure- All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, **shall file under oath their Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections** and those of their spouses and unmarried children under eighteen (18) years of age living in their households.
2. Further, as prescribed under CSC Memorandum Circular No. 3, s. 2015, the following employees are hereby appointed as members of the 2021 SALN Review and Compliance Committee:

	Appointee	Position
Chairperson	Lolita M. Oreo	Chief Administrative Officer
Members	Imelda P. Higanto	Administrative Officer III
	Joy E. Rabang	Administrative Officer II
	Ma. Lourdes L. Sagun	Administrative Officer I
	Angeline G. Ilio	Administrative Assistant III

3. The following guidelines in reviewing the PSRTI Officials and Employees SALNs by the Review and Compliance Committee shall be as follows:
 - 3.1 Evaluate the submitted SALN forms to determine if the forms are properly accomplished by providing all applicable information or details required, and if not applicable, items are marked with N/A (Not Applicable).
 - 3.2 Ensure submission of a list of the following employees in alphabetical order:
 - 3.2.1 Those who filed their SALNs with complete data;
 - 3.2.2 Those who filed their SALNs but with incomplete data, and
 - 3.2.3 Those who did not file their SALNs.
4. Submission of the above lists to the Office of the Executive Director is on or before May 31, 2022.

For guidance and compliance of everyone.


JOSEFINA V. ALMEDA, Ph.D.

Head of the Institute/Executive Director III 