



10 September 2018

OFFICE OF THE POSTMASTER GENERAL

PHLPost Office Order No. 18- 44

SUBJECT: COMPOSITION OF THE REVIEW AND COMPLIANCE COMMITTEE FOR THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) and COMPLIANCE PROCEDURES ON THE SUBMISSION OF SALN -

In reference to CSC Resolution No. 1300455 promulgated on March 4, 2013, the Review and Compliance Committee for the submission of SALN, is hereby composed of the following:

Central Office		Area Office
Chairperson :	Compliance Officer This Corporation	Chairperson: Chief, ADFIN Div. Area Office
Members:	Manager Legal Department	Members: Chief HRM Section
	Manager HRM Department	Admin. Officer HRM Section
Secretariat:	HRMO V	HRMO II

The Committee shall observe the guidelines in the review and compliance procedures in the filing and submission of the SALN:

1. Receive and evaluate the SALN if the same has been submitted on time, complete and in proper form.
2. The Committee shall prepare a list of the following employees in alphabetical order and submit to the Postmaster general, copy furnished the Civil Service Commission, on or before May 15 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 Chief of the HRM Division, Central Office and HRM Section in the Area Offices shall transmit all original copies of the SALNs received on or before **June 30 of every year** to the concerned offices, in compliance to CSC Resolution No. 1500088 promulgated on 23 January 2015 and Section 5 of CSC Resolution No. 060231 dated February 1, 2006.

Repository Agency	Officers and Employees
Office of the President	Board of Directors, Postmaster General
Civil Service Commission	Officials and employees assigned at the Central Office
Deputy Ombudsman for Luzon, Visayas and Mindanao	Officials and employees assigned in Area Offices

The Committee shall ensure that filers of SALN have complied with the amended guidelines stated below:

1. Paragraph B(2) (e) of the Guidelines in the Filling Out of the SALN form beginning 2012 (Guidelines) is hereby amended to read as follows:

“e. Declaration of real properties shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon”

All Office Orders, Memoranda, and Circulars inconsistent herewith are hereby revoked /amended accordingly.

For compliance effective immediately.


JOEL L. OTARRA
Postmaster General and CEO