



03 January 2020

**SPECIAL ORDER NO.** 002  
Series of 2020

**SUBJECT: Creation of a Review and Compliance Committee and Providing for Compliance and Review Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections**

Pursuant to Civil Service Commission (CSC) Resolution No. 1300455 promulgated on March 4, 2013 (Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth) amending and clarifying CSC Resolution No. 060231 dated February 06, 2006, amended and clarified Rule VIII of the Rules and Implementing Republic Act No.6713 on the review and compliance of the SALN, a Review and Compliance Committee is hereby created and to be composed of the following:

**Chairman:** Head, Human Resource Unit

**Vice Chairman:** Head, Operations Department

**Members:**

1. Head, Legal Unit
2. Head, Risk Management Unit
3. Head, Compliance Unit

**Secretariat:** Human Resource Unit

The Review and Compliance Committee shall observe the procedures and perform its functions, as follows:


1. Receive, review and evaluate submitted SALN forms to determine whether said statements have been submitted on time, complete and in proper form.
  - a) A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer; and
  - b) Items not applicable to the filer should be marked N/A (Not Applicable).
2. Prepare and submit a list of the following employees, in alphabetical order, to the Bank's President and CEO, copy furnished CSC, 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. Prepare the Order to be issued by the Bank President and CEO requiring those who have incomplete data in their SALNs to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of 30 days from receipt of the said Order.
  4. Assist the Bank President and CEO and other appropriate authorities of the Bank to demand or exact compliance from officials and employees who failed to correct or submit his/her SALN in accordance with the above procedure and within the given period under pain of administrative disciplinary action.
  5. Assist the Bank President and CEO and other appropriate authorities of the Bank in the preparation and issuance of a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, to proceed with the conduct of the administrative proceedings for the offense of failure to file SALN pursuant to Rule 10, Section 50 (D) (8) of the 2017 Rules on Administrative Cases in the Civil Service (CSC Resolution No. 1701077, July 3, 2017).

Aside from the foregoing procedure and functions, the Review and Compliance Committee shall observe and comply with all the other rules and procedure provided by CSC Resolution No. 060231 dated February 06, 2006 as well as the subsequent amendatory rules and resolutions adopted by the CSC or rules issued by the Office of the Ombudsman on the matter of filing of SALN.

All related and necessary expenses that may be incurred by the Committee are hereby authorized subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.

  
**LEILA C. MARTIN**  
*President and CEO*

Date Signed: 06 January 2020