



**Special Order**

No. : 140

Date : Sept. 25, 2020

**SUBJECT : ASTI REVIEW AND COMPLIANCE COMMITTEE FOR THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

Special Order No. 058 dated 11 May 2018 is hereby amended to reconstitute the Review and Compliance Committee to be composed of the following:

**Chairperson : Head of the Agency**

**Member :** Chief Administrative Officer  
Finance and Administrative Division

Administrative Officer V  
*Human Resource Management Section*  
Finance and Administrative Division

Administrative Officer IV  
*Human Resource Management Section*  
Finance and Administrative Division

The Committee shall have the following responsibilities:

1. Ensure that all officials and employees of the agency submit their accomplished SALN form within the prescribed period;
2. Check the completeness of all entries of the submitted SALN;
3. Ensure that the SALN submitted is in proper form; and
4. Prepare the following list, in alphabetical order, submitted to the Head of the Agency, 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 with incomplete data; and
  - c. Those who did not file their SALNs.

This Order shall take effect immediately and remain in force until revoked by the proper authority.

Digitally signed  
by JOANNA G.  
SYJUCO  
Date: 2020.09.25  
17:29:13  
*ms.essayaban*  
**JOANNA G. SYJUCO**  
Officer-in-Charge, DOST-ASTI