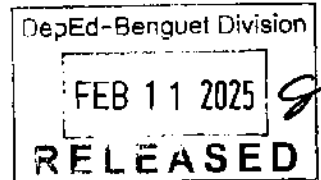




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



February 7, 2025

DIVISION MEMORANDUM

No. CS s. 2025

**CREATION OF DIVISION REVIEW AND COMPLIANCE COMMITTEE FOR THE
STATEMENT OF ASSETS AND LIABILITIES AND NET WORTH (SALN)**

TO: ALL CONCERNED

1. Pursuant to Civil Service Commission (CSC) Resolution No. 060231 dated 01 February 2006, (as amended by CSC Resolution No. 1300455 promulgated on March 4, 2013), and Regional Memorandum 177 s. 2022, the Review and Compliance Committee (SALN-RCC) of this Division is hereby created as follows:

Chairperson: **ATTY. NOVER B. SINGGANGAN JR.**
Legal Officer/Attorney III

Members: **MAHAL M. RIFANI**
Administrative Officer V-Admin.

MEL W. ALINGBAS
Administrative Officer IV/HRMO

2. The Roles and Functions of the Committee are as follows:
 1. Review the submitted SALN's and determine whether these were properly accomplished;
 2. Submit the accomplished SALN's to the administering authority;
 3. Submit report to the Schools Division Superintendent and submit original copies of SALN's on or before the prescribed due date;
 4. Resolve issues pertaining to compliance with the submission; and
 5. Perform such other functions as may be necessary to ensure compliance by personnel with all SALN related concerns.
3. To ensure orderly filing and on time submission of the report, there is hereby created a Secretariat of the Committee, composed of the following:

Secretariat: **WYNN DARRYL S. LAOP**
Administrative Aide VI

LEAH JOY F. BUENAVISTA
Administrative Aide VI

3.1. The roles and functions of the Secretarial are as follows:

3.1.1. Receive the SALN submitted;

3.1.2. Prepare a list of employees in alphabet order following the format below:

- a. Those who filed their SALN's with complete data;
- b. Those who filed their SALN's but with incomplete data;
- c. Those who did not file their SALN's.

3.1.3. Perform such other functions as may be necessary to ensure orderly filing, compliance, and on time submission of the required reports.

4. For immediate dissemination.



ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer In-charge,
Office of the Schools Division Superintendent