



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY
COLLEGE OF AQUATIC AND APPLIED LIFE SCIENCES
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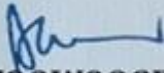
Office of the Campus Dean

Office Memorandum Order No. Unnumbered
Series of 2019

DATE : February 1, 2019

TO : **GORDON B. OPINA** - Administrative Officer IV
WEBEL GLENN C. DUBLADO, DVM - Associate Dean for Instruction
MERCY F. JADRAQUE - HRMO I

SUBJECT : **Creation of SALN Review and Compliance Committee**


FROM : **DEWQOWOOGEN P. BACLAYON**
Campus Dean

With Mr. Gordon B. Opina as Chairperson, please be requested to compose the Review & Compliance Committee (RCC) of the submitted SALNs of employees, this college, using the following CSC Resolution No. 1300455 dated March 4, 2013 guidelines, to wit:

1. receive the SALN;
2. evaluate if the same has been submitted on time, complete and in proper form;
3. prepare a list of the following employees, in alphabetical order, to the head of 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.

Please be guided accordingly.

For your usual compliance.