



Republic of the Philippines
SOUTHERN LEYTE STATE UNIVERSITY-SAN JUAN CAMPUS
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Office of the Campus Director

Office Memorandum Order No. Unnumbered
Series of 2021

TO: **DR. FEDERICO L. PALER JR.** - Faculty
 REYNALDO L. PALER - Administrative Officer IV
 FIL RYAN P. YAP - Faculty

SUBJECT: **CREATION OF SALN REVIEW AND COMPLIANCE COMMITTEE**

FROM: **GARY D. GARCIA, Ed.D.**
 Campus Director

DATE: **FEBRUARY 1, 2021**

With Dr. Federico L. Paler Jr. as Chairperson, please be requested to compose the Review & Compliance Committee (RCC) of the submitted SALNs of employees, this campus, 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.