



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

CLASS D

SPECIAL ORDER No. SO-20-033

Date of Issue : **August 17, 2020**

Guidance to : **All LLFC Officers and Employees**

Subject : **Creation of the SALN Review and Compliance Committee**

The SALN Review and Compliance Committee for the SALN submission is hereby created composed of the following:

Chairman : Head – Corporate Services Raizza L. Gonzales
Members : Head – Legal Counsel Atty. Marla A. Barcenilla
Finance and Admin Manager Noel D. Calvez

The Committee is tasked with the following:

1. Monitor the submission of the SALN to ensure compliance with the deadline for submission.
2. Review all SALNs submitted to determine whether they are completely and properly accomplished, e.g., all applicable information / details required are provided by the filer and items not applicable are marked N/A; pages are numbered; spouses' signature, if applicable or certification on the absence of spouse's signature.
3. Submit to the LLFC President a list of officers and employees in alphabetical order, who a) filed SALNs with complete data; b) filed their SALNs but with incomplete data; c) did not file their SALNs.
4. Prepare the Certification of Compliance (SALN Submission / Filing as required under IATF MC No. 2013-01.
5. Designate a Secretariat from among the CSG personnel that shall provide administrative support to the Committee.

For guidance and appropriate action.

FRANCISCO J. LEONOR, JR.
President and CEO