



Special Order No.: 23-024

Series of 2023

**RECONSTITUTION OF STATEMENT OF ASSETS LIABILITIES AND NETWORTH
(SALN) REVIEW AND COMPLIANCE COMMITTEE**

A. RATIONALE

Pursuant to the Review and Compliance Procedure under Sec. 10 of Republic Act No. 6713 and CSC Resolution No. 1300455 promulgated on 04 March 2013, LBP Leasing and Finance Corporation (LLFC) or the Corporation is required to create its SALN Review and Compliance Committee (SALN-RCC) for the submission and evaluation of the Statement of Assets, Liabilities and Net worth (SALN) of all its officials and employees.

B. COVERAGE

This issuance shall cover the composition of SALN Review and Compliance Committee and their duties and responsibilities.

C. ORDER

In the interest of service, the following officers and employees are hereby designated as LLFC's SALN-RCC:

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|-------------|---|---|---------------------------|
| Chairperson | : | Head – Office of the General Counsel | Atty. Marla A. Barcenilla |
| Members | : | Head – Office Corporate Services Group | Raizza L. Gonzales |
| | | Head – Office of the Accounting Servicing Group | Riza M. Hernandez |
| Secretariat | : | Personnel Assistant | Angilyn S. Apino |

Duties and Responsibilities of the SALN Review and Compliance Committee

The Committee shall have the following functions, duties, and responsibilities:

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.

D. REPEALING CLAUSE

This order supersedes SO No. 22-013, or the Creation of Creation of the SALN Review and Compliance Committee and all orders and memoranda inconsistent herewith are deemed revoked.

E. EFFECTIVITY

This order shall take effect upon approval and shall remain in force unless revoked in writing.



MICHAEL P. ARAÑAS
President and CEO

Date: APR 26 2023