

Republic of the Philippines  
 Department of Science and Technology  
**PHILIPPINE SCIENCE HIGH SCHOOL**  
 Cordillera Administrative Region Campus  
 Purok 12, Irisan, Baguio City  
 Email Address: ocd.pshscarc@gmail.com

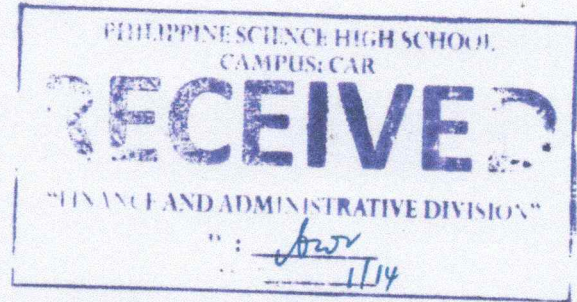
**SPECIAL ORDER**

No. 2019-01-02

DATE: January 14, 2019

*Conrado C. Rotor Jr.*

FROM: **CONRADO C. ROTOR Jr., PhD.**  
 Director III/Campus Director



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

In the exigency of public service and in compliance with government auditing rules, the following personnel shall compose the SALN Review and Compliance Committee for the Campus:

- Chairman: Brenda M. Badongen (SAO)  
 Members: Fresca S. Nedic (HRMO)  
 Leila P. Rivera (Budget Officer)

The SALN Review and Compliance Committee shall perform the following functions:

1. Review SALN and determine whether these were properly accomplished
2. Submit a list of PSHS-CARC employees who: (i) filed their SALNs with complete data; (ii) filed their SALNs but with incomplete data; and (iii) did not file their SALNs to the Head of Office, copy furnished the CSC, on or before May 15 of every year;
3. Transmit all original copies of the SALNs received, on or before June 30 of every year to the concerned offices;
4. Resolve issues pertaining to compliance with the submission and filing of SALNs by all PSHS-CARC officials and employees;
5. Recommend the procedure to be adopted by PSHS-CARC in providing public access to the SALN of its officials and employees through process and established best practices; and
6. Perform such other functions as may be necessary to ensure compliance by PSHS-CARC with all SALN related concerns.

This order shall take effect immediately and will remain enforced until January 13, 2020 unless earlier revised or revoked.

CCR/re

Reference Number: PSHS-CARC \_\_\_\_\_ s. 2019

Copy furnished: FAD/HRMO 201 files *1/14*

Office file

*HR* *Jaw* *1/14*