



Office of the College President

Website: www.ddosc.edu.ph Email: president@ddosc.edu.ph Contact #: 0929-169-5328

SPECIAL ORDER

No. **0317-06**, Series of 2026

TO : **AS HEREIN STATED**

SUBJECT : **RECONSTITUTION OF REVIEW AND COMPLIANCE COMMITTEE ON STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALN)**

DATE : **17 MARCH 2026**

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 2006, prescribing the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, the College constituted the Review and Compliance Committee for SALN through Administrative Order No. 045, Series of 2020. The Committee was subsequently reconstituted under Special Order No. 0114-02, Series of 2025, to address changes in official designations.

In consideration of the continuing increase in the number of regular employees of the College, with the corresponding increase in the volume of SALNs requiring review and evaluation, the expansion of the membership of said Committee has become necessary. Such reconstitution is intended to strengthen its capacity to discharge its mandate effectively, ensure timely compliance, and uphold the accountability and transparency standards required under CSC regulations.

Now, therefore, premises considered and by virtue of the powers vested in the undersigned as College President, the Review and Compliance Committee on Statements of Assets, Liabilities, and Net Worth (SALN) is hereby reconstituted:

COMPOSITION

Chairperson : **ROWELL T. REVILLEZA**
Internal Audit Unit Head

Members : **ALMAR L. AGAD, CPA**
Accountant II
Accounting Unit

AIMEE LYN M. TORREON
Budget Unit Head

GEMAR B. MAGBUTONG, MAEd
Program Coordinator - BSED Math

MARK P. LAURENTE, PhD
Program Head, TED-BEED

JIM PAUL A. PETINGLAY, ECE
Information and Communications Technology Unit Head

RITCHEL JOHN H. ARELLANO
Accountant II
Internal Audit Unit





Republic of the Philippines
Davao de Oro State College
Poblacion, Compostela, Davao de Oro Province



SHAIRA CECILIA O. SAPIO

Internal Auditor II
Internal Audit Unit

ATTY. RONALD L. CAMACHO

Accountant II
Accounting Unit

Secretariat : **REAH C. NIOG**
Human Resource Management Unit Head

FUNCTIONS

The Review and Compliance Committee for the Statement of Assets, Liabilities, and Networth of the Davao de Oro State College shall have the following functions:

1. Receive the SALN of all permanent employees and evaluate if the same has been submitted on time in an accomplished and proper form;
2. Prepare a list of the following employees, in alphabetical manner, to the College President, a copy furnished to the Civil Service Commission, on or before May 15 every year,
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs with incomplete data; and
 - c. Those who failed to file their SALN.
3. Revisit the stipulations in the Civil Service Commission Memorandum Circular No. 10, Series of 2006, and CSC Resolution No. 1300455, dated March 2013, for reference.

Further, the Chief for Administration and Finance, through the Human Resource Management Unit, must ensure that the annual submission of SALN to the Ombudsman and the report to the Civil Service Commission in the course thereof are submitted prior to the deadline.

REPEALING CLAUSE

All previous orders inconsistent with the provisions hereof are hereby superseded, repealed, or amended accordingly.

EFFECTIVITY

This Special Order shall take effect immediately and shall remain in force and effect until otherwise revoked or amended by the undersigned or by any competent authority.

Issued this **17th day of March 2026** at the Davao de Oro State College - Main Campus, Compostela, Davao de Oro Province.

LILYBETH M. MATUNHAY
SUC President I

Copy furnished:	File, Records Unit Office of the Vice President for Academic Affairs Office of the Chief for Administration and Finance As stated
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Designation	Initials	Date
SUC Pres I	LMM	03/17/2026
AO I	RFT	03/17/2026

