



## Office of the SUC President

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### SPECIAL ORDER

No. **0114-02**, Series of 2025

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TO : **AS HEREIN STATED**

SUBJECT : **RECONSTITUTION OF THE REVIEW AND COMPLIANCE  
COMMITTEE FOR THE STATEMENT OF ASSETS, LIABILITIES  
AND NETWORTH (SALN)**

DATE : **14 JANUARY 2025**

Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 2006 on the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections, the College constituted the Review and Compliance Committee for SALN through the issuance of Administrative Order No. 045, Series of 2020. Due to the change of designations, the committee was further reconstituted through Special Order No. 0221-03, Series of 2022.

Owing to the reason that a change of designations was done, the committee is deemed necessary to reconstitute to act upon the herein-stated function.

Given by the above premise and by the powers vested to the College President, the Review and Compliance Committee for the Statement of Assets, Liabilities and Networth of the Davao de Oro State College is now reconstituted, to wit:

### COMPOSITION

**Chairperson** : **Rowell T. Revilleza**  
Internal Audit Unit Head

**Members** : **Almar L. Agad, CPA**  
Accountant II – Accounting Unit  
**Aimee Lyn M. Torreon**  
Administrative Officer V – Budget Unit  
**Gemar Magbutong, MAEd**  
Instructor I / BLEPT Review Coordinator  
**Mark Laurente, PhD**  
Assistant Professor II, / Program Head, TED-BEED  
**Jim Paul Petinglay, ECE**  
Information and Communications Technology Unit Head

*The Cradle of Golden Opportunities*



## **SPECIAL ORDER**

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**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 accomplished and proper form;
2. Prepare a list of the following employees, in an alphabetical manner, to the College President, 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 submission of the report to the Civil Service Commission in the course thereof must be done prior to the deadline.

## **REPEALING CLAUSE**

All previous orders inconsistent with the provisions hereof are hereby superseded, repealed or amended accordingly.

## **EFFECTIVITY**

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

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Signed this 14<sup>th</sup> day of January 2025 at the DDOSC Main Campus, Compostela, Davao de Oro Province.

**LILYBETH M. MATUNHAY**  
SUC President I

Copy furnished: file, Records Management Unit  
Office of the Chief for Administration and Finance  
Human Resource Management Unit  
All Committee Members  
As stated

| Designation | Initials | Date       |
|-------------|----------|------------|
| SUC Pres I  | LMM      | 01/14/2025 |
| AO I        | CNAP     | 01/14/2025 |