



Special Order No.: 24-010
Series of 2024

**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:

Chairperson	:	Head – Office of the General Counsel	Atty. Ed Vincent A. Albano III
Members	:	Head – Office Corporate Services Group	Raizza L. Gonzales
		Head – Office of the Account 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. 23-024, 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: _____

	LBP LEASING AND FINANCE CORPORATION	DOCUMENT CODE: LLC-CSG-PM-001.02	
	HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES	REVISION NO.: 2	EFFECTIVITY DATE: -
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A. STATEMENT OF POLICY

It is the policy of LBP Leasing and Finance Corporation (LLFC or the Corporation) to ensure compliance to the Good Governance Conditions for Government-Owned and Controlled Corporations (GOCCs), specifically the requirement for submission and review of the Statement of Assets, Liabilities and Net Worth (SALN) by all its officers and employees.

B. DEFINITION

The Statement of Assets, Liabilities and Net Worth or SALN is statement accomplished in the prescribed form and filed under oath including a disclosure of business interests and financial connections, including those of their spouse and unmarried children under eighteen (18) years of age living in their households.

C. FILING AND SUBMISSION OF SALN BY OFFICERS AND EMPLOYEES

1. All officers and employees of the Corporation, except those who serve in an official honorary capacity, without service credit or pay and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Human Resource Management Unit to wit:
 - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service.
 - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year.
 - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
2. Officers and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under these rules.
3. Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.
4. Failure of an official or employee to submit/correct his/her SALN in accordance with the procedure and within the prescribed period shall be a ground for disciplinary action. Penalty shall be as follows:

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- 1st Offense -Suspension of 1 month and 1 day to 6 months
2nd Offense -Dismissal from the service

D. DESIGNATION OF OFFICER TO ADMINISTER OATH ON SALN

The President of the Corporation shall delegate, in writing, the authority to administer oath with regard to the SALN form.

E. SALN REVIEW

1. All SALNs submitted to the HRMU-CSG shall be turned over to the SALN Review and Compliance Committee.
2. The Corporation shall create and/or reconstitute SALN Review and Compliance Committee through the issuance of Special Order. The representative from the HRMU shall act as the Secretariat for the Committee.
3. The Committee shall be tasked with the following:
 - a. Monitor the submission of the SALN to ensure compliance with the deadline for submission.
 - b. 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.
 - c. 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.
 - d. Prepare the Certification of Compliance (SALN Submission/Filing as required under IATF MC No. 2013-01).
 - e. Designate a Secretariat from among the CSG personnel that shall provide administrative support to the Committee.

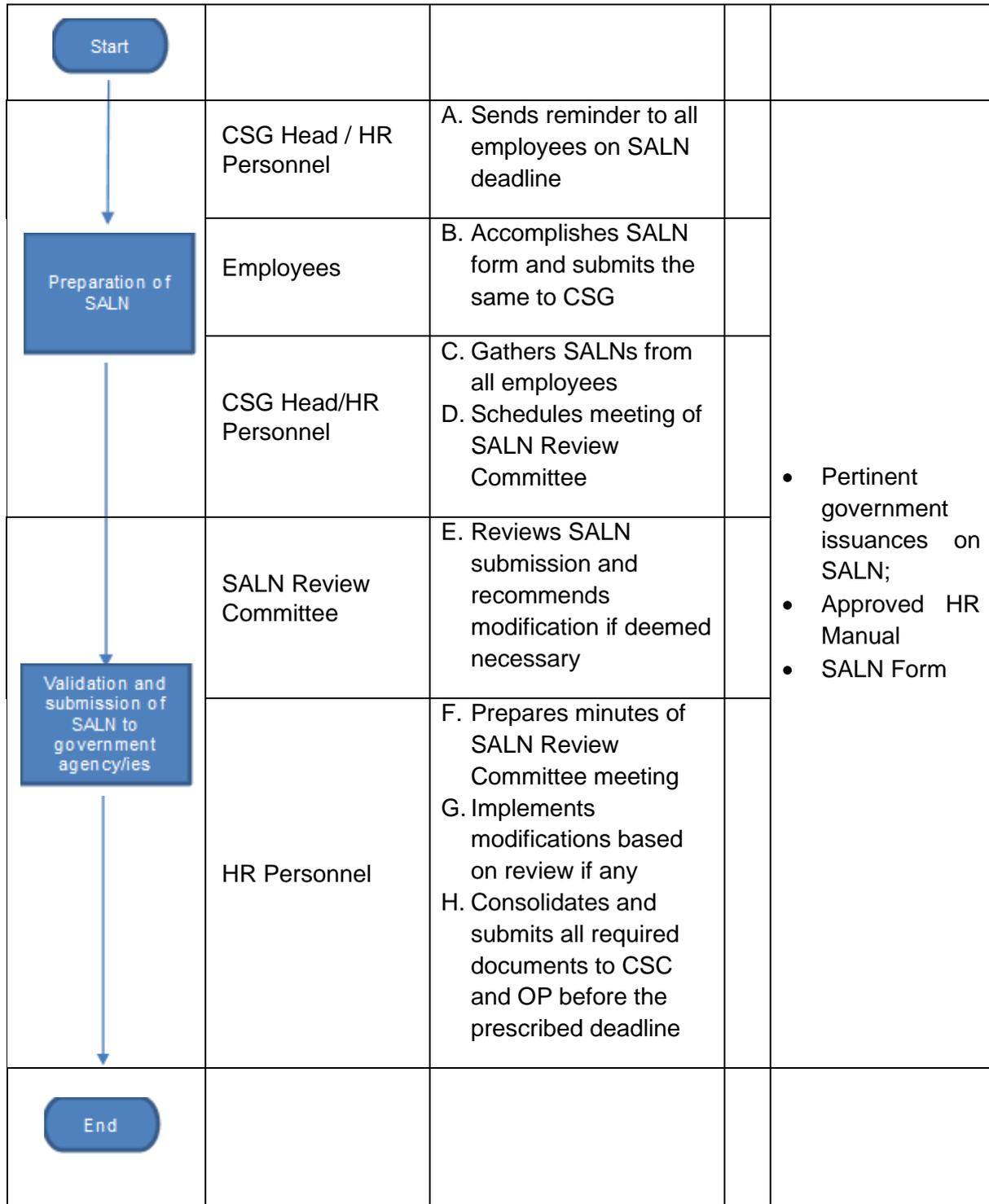
F. SUBMISSION OF SALNs TO THE APPROPRIATE GOVERNMENT OFFICE

1. The timely and accurate submission of one (1) copy of the SALNs to the appropriate government office/s, in accordance with the applicable issuances, rules and regulations, shall be the responsibility of the Administrative Unit or Human Resource Unit of CSG.
2. The submission shall include a copy of the list/report of the SALN Review and Compliance Committee to the LLFC President per Sec. D.3.b. above.

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G. OPERATIONAL PROCEDURES

1. ANNUAL SUBMISSION OF SALN



CLASS D

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H. FORMS

Forms used for the process are in **Annexes** of the Human Resource Manual.