



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION
NTC Building, BIR Road, East Triangle, Diliman, Quezon City
Email: ntc@ntc.gov.ph; website: <http://www.ntc.gov.ph>

OFFICE ORDER NO.: 063-09-2021

To : All Officials and employees
Subject : Established and Conduct of Agency Review and Compliance
Of Statement of Asset, Liabilities and Net worth (SALN)
Date : 29 September 2021

1. Pursuant to Civil Service Commission (CSC) Resolution No. 1300455 dated 4 March 2013, the National Telecommunications Commission (NTC) Statement of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee (RCC) is hereby constituted, and shall be composed of the following members:

Chairperson: Director, Administrative Branch

Members: Chief, Human Resource Division
Administrative Officer IV, HRD
Administrative Officer IV, HRD


2. The NTC SALN RCC shall perform the following functions/procedure in the review and compliance of SALN:

- a. Issue the necessary advisories or guidelines in accomplishing the SALN;
- b. Receive the SALN of officials and employees;
- c. Evaluate the SALN if the same has been submitted on time, is complete and in proper form;
- d. Issue non-compliance order to employees who fail to accomplish or file the SALN properly, or who do not file SALN at the prescribed deadline;
- e. Prepare the following list of employees in alphabetical order and submit to the undersigned, copy furnished the CSC, on or before 15 May every year:
 - e.1. Those who filed SALN with complete data;
 - e.2. Those who filed SALN but with incomplete data; and
 - e.3. Those who did not file SALN; and,
- f. Issue the corresponding certificate of review and compliance in accordance with CSC requirements.

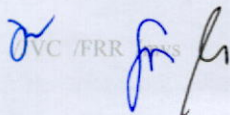
(1) The SALN filed upon assumption of office, or separation from the service, or on or before 30 April of each year reckoned as of the end of the preceding year, includes the Disclosure of Business Interest and Financial Connections. (2) May be in supplemental form if not covered by a previous advisory or guideline.

3. The Human Resource Division shall remain as the unit responsible for submitting the original copies of the SALN to the appropriate repository agency on or before the statutory deadline, and shall retain copies of the SALN in accordance with the rules and regulations of the National Archives of the Philippines and CSC on retention and disposal of records.

4. This Order shall remain in force until superseded, revoked or revised accordingly.



GAMALIEL A. CORDOBA
Commissioner

 VVC / FRR