



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

Telephone No. 043-284-7145

**EXECUTIVE ORDER NO. 12-2024**

**AN ORDER RECONSTITUTING THE MUNICIPAL GOVERNMENT OF PINAMALAYAN REVIEW AND COMPLIANCE COMMITTEE FOR THE REVIEW OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the declarant "to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;"

**WHEREAS**, Civil Service Resolution No. 1300455 dated March 4, 2013 resolved to adopt the guidelines in the review and compliance procedure in the filing and submission of SALN;

**WHEREAS**, the Executive Order No. 18-2021 dated June 03, 2021 provides the composition of the review and compliance committee for the review of Statement of Assets, Liabilities and Net worth (SALN);

**WHEREAS**, the creation of Review and Compliance Committee is necessary to ensure the proper filing and timely submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections is observed by the agency;

**WHEREAS**, there is a need to reconstitute the committee to update its membership and include additional members designated by different offices of the Municipal Government of Pinamalayan.

**NOW THEREFORE**, I, **ARISTEO A. BALDOS, JR.** Local Chief Executive of Municipality of Pinamalayan, by virtue of the powers vested in me by law, do hereby order the creation of the Municipal Government of Pinamalayan Review and Compliance Committee for the Review of Statement of Assets, Liabilities and Net Worth (SALN), as follows:

**Section 1: COMPOSITION.** The Review and Compliance Committee shall be composed of the following:

**Chairperson:**

**MS. NEMIA B. MONSANTO**

- MGDH I - HRMO

**Members:**

**MS. LYN T. OZAR**

- Administrative Officer III

**MS. RUTH D. MALING**

- Project Development Officer I

**All Designated SALN Focal of all Offices in the Municipal Government of Pinamalayan**

**Secretariat:**

**MS. CATHERINE O. SAPUSAO**

- Administrative Officer III

**MS. MELLANIE MERCENE**

- Administrative Aide III

**Section 2: DUTIES AND FUNCTIONS.** The Review and Compliance Committee shall have the following duties and functions:

1. Verify the reports of the Secretariats, and review if the SALN filed is submitted on time, uses the prescribed form, and is complete.





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2. Render an opinion relative to an official or employee who failed to file his/her SALN, or who filed a SALN with incomplete data or is non-compliant with the *Guidelines in the Filling Out of the SALN Form* issued by the Civil Service Commission (CSC).
3. Facilitate the enforcement of the opinion rendered.

**Section 3: FUNCTIONS OF THE SECRETARIAT.** The Secretariat shall evaluate the SALNs and prepare the following preliminary reports, to be submitted to the Committee on or before May 6 of every year:

1. Officials and employees whose SALNs are with complete data or are compliant with the *Guidelines in the Filling Out of the SALN Form* issued by the Civil Service Commission (CSC).
2. Officials and employees whose SALNs are with incomplete data or are non-compliant with the *Guidelines in the Filling Out of the SALN Form* issued by the Civil Service Commission (CSC).
3. Officials and employees who did not file their SALNs.

**Section 4: EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 12<sup>th</sup> day of **March 2024** in the Municipality of Pinamalayan, Oriental Mindoro.

ARISTEO A. BALDOS, JR.  
Municipal Mayor

