

REVIEW and COMPLIANCE PROCEDURE IN FILING AND SUBMISSION OF THE SALN

1. A Review and Compliance Committee was created composed of one (1) Chairman and two (2) Members;
2. The Review and Compliance Committee shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form;
3. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
 - a. Those who filed their SALNs with complete data
 - b. Those who filed their SALNs but with incomplete data;
and
 - c. Those who did not file their SALNs.
4. The Head of Agency shall issue a Certificate that the SALNs submitted electronically are faithful reproductions of the original copies.

Republic of the Philippines
Department of Agriculture
NATIONAL TOBACCO ADMINISTRATION
Scout Reyes St., cor. Panay Avenue
Quezon City

Special Order No. 0177 s. 2017
03 March 2017

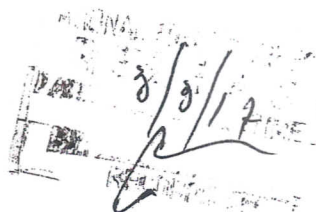
In the interest of the service and in compliance with Resolution No. 1300455 promulgated on 04 March 2013 by the Civil Service Commission (CSC), a Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN), is hereby created, to be constituted as follows:

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| CRISTINA C. LOPEZ, DBA
Manager, Administrative Department | - Chairman |
| ATTY. ROHBERT A. AMBROS
Chief, Tobacco Production & Regulation Officer
& Acting Legal Counsel | - Member |
| PERLA C. MANZON
Chief, Administrative Services Division | - Member |

The Committee shall be tasked to review the SALN for CY 2016 of the NTA Officials and employees, in conformity with and strict observance of the Review and Compliance Procedure in the filing and submission of the SALN, as provided for in the subject CSC Resolution.

This Order takes effect immediately and shall remain in full force and effect until the completion of the assigned task.


ROBERT L. SEARES, M.D.
Administrator


8/3/17