

MEMORANDUM ORDER

TO : MELANIE C. RUFINO, HRMO III
LGU Officials and Employees
Barangay Chairpersons and Council Members, Treasurers and Secretaries,
this municipality

SUBJECT: Composition of the Municipality's SALN Review and Compliance Committee

DATE : July 1, 2019

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You are hereby informed regarding the creation of the Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) of the Local Government Unit of Pura, Tarlac official and employees including Barangay Officials and their appointed Treasurers and Secretaries.

The functions of the Committee shall include the following:


1. Evaluation of submitted SALN forms to determine whether said statements have been properly accomplished.
 - a. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer;
 - b. Items not applicable to the filer should be marked with N/A (not applicable).
2. Submission of the following lists of officials/employees in alphabetical order.
 - a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs with incomplete data; and
 - c. Those who did not file their SALNs

The Committee shall submit the above lists to the Office of the Mayor, Civil Service Commission (CSC) Tarlac Field Office and Office of the Ombudsman not later the June 30th of every year.

3. Preparation of the Compliance Order for officials and employees covered by item nos. 2b and 2c above.

This memorandum shall take effect immediately.

For the information and compliance of all concerned.


FREDDIE D. DOMINGO
Municipal Mayor

