



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL WAGES AND PRODUCTIVITY COMMISSION**



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**OFFICE ORDER NO. 01**  
Series of 2020

In the interest of the service and pursuant to the CSC Resolution No. 1300455, Review and Compliance Committee for the Statement of Assets, Liabilities and Networth, the composition of the National Wages and Productivity Commission Review and Compliance Committee is hereby constituted, as follows:

- |                              |   |   |
|------------------------------|---|---|
| <b>Chairperson</b>           | - | Chief Administrative Officer, Administrative Division                 |
| <b>Alternate Chairperson</b> | - | Supervising Administrative Officer, Administrative Division           |
| <b>Members</b>               | - | HRMO / Designate<br>Representative, Review Appeals and Legal Division |

The Review and Compliance Committee shall:

- 1) Authorize the Human Resource Management Officer (HRMO) and HRMO designates to receive and evaluate the accomplished SALN of their respective offices; and
- 2) The Head of the Agency, Chairperson and Members of the Review and Compliance Committee shall sign the Certification of Compliance as required by the Civil Service Commission.

The Human Resource Management Officer (HRMO) and/or HRMO Designate shall have the following responsibilities:

- 1) Evaluate as to whether the SALN was submitted on time, has complete data and accomplished using the proper form; and
- 2) Submit the SALN of the NWPC employees to the Administrative Division, NWPC on or before end of March of every year, in alphabetical order of
  - 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.

- 3) For Regional Boards, upon submission of SALNs to the Office of the Deputy Ombudsman of your respective regions, are further directed to immediately provide the Administrative Division, NWPC with the following:
  - a) Certified photocopy of the submitted SALNs; and
  - b) Copy of your transmittal duly received by your respective Office of the Deputy Ombudsman

The Human Resource Unit as Secretariat shall:

- 1) Receive the SALNs and shall consolidate the list of employees, in alphabetical order and submit the same to the Head of Agency, copy furnished the Civil Service Commission on or before 30 June of every year; and
- 2) Prepare a transmittal letter to the Civil Service Commission, Certification of Compliance and the Summary List of Filers (and summary list of those who did not submit, if any).

Each Regional Board shall constitute their respective Review and Compliance Committee which shall be composed of one (1) Chairperson preferably the Regional Director and two (2) members composed of the Board Secretary and HRMO designate.

This Order takes effect immediately until further orders.

For compliance.

  
**MARIA CRISELDA R. SY**  
*Executive Director IV*

06 January 2020.