



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Muralla St., Intramuros, Manila



ADMINISTRATIVE ORDER NO. 33
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 Department of Labor and Employment Review and Compliance Committee is hereby reconstituted as follows:

Chairperson:	Undersecretary for Employment, Human Resource, Financial and Administrative Services
Vice-Chairperson	Director, Legal Service
Members:	Director, Internal Audit Service Director, Human Resource Development Service
Secretariat	Personnel Administration Division Human Resource Development Service

The Review and Compliance Committee shall:

- 1) Authorize the Human Resource Management Officers (HRMOs) and HRMO designates to receive and evaluate the accomplished SALN of their respective offices; and
- 2) 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 employees to the HRDS on or before 31 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.

The Human Resource Development Service as Secretariat shall:

- 1) Receive the SALNs and shall consolidate a list of the following employees, in alphabetical order, 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 Office shall constitute their respective Review and Compliance Committee which shall be composed of one (1) Chairman preferably the Assistant Regional Director (ARD) and two (2) members composed of (1) representative from IMSD and (1) Mediator-Arbitrator and shall be assisted by the HRMO Designate.

Each Attached Agency shall, likewise, constitute their respective Review and Compliance Committee adopting the membership of the DOLE as stated in this AO.

This order takes effect immediately until further orders.

For compliance.

30 January 2020


SILVESTRE H. BELLO III
Secretary