



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



**ADMINISTRATIVE ORDER NO. 17**  
Series of 2022

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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 Net Worth, the composition of the Department of Labor and Employment Review and Compliance Committee is hereby reconstituted, as follows:

- Chairperson : Undersecretary for Employment and  
General Administration Cluster
- 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) 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 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 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, to 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-Arbiter and 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.

29 January 2022

  
SILVESTRE H. BELLO III  
Secretary