



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



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ADMINISTRATIVE ORDER NO. 13
Series of 2023

In the interest of the service and pursuant to CSC Resolution No. 1300455, promulgated 04 March 2013, amending and clarifying the persons/officials authorized to review and evaluate the submitted 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 General Administration
and Regional Operations 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 accomplished SALNs and consolidate the list of employees, in alphabetical order, using the required Summary List of Filers form;
- 2) Prepare the Certification of Compliance Forms with the attached consolidated SALN forms for evaluation and signature of the Review and Compliance Committee to be indorsed to the Head of Agency for signature;
- 3) Issue an order to be signed by the Head of the Agency requiring those who did not file/submit to comply within a specified period. Employees who fail to comply shall be required to explain in writing and their names shall be reported to the Civil Service Commission;
- 4) Prepare a Transmittal Letter to the Civil Service Commission, with the attached Approved Certification of Compliance, Summary List of Filers (summary list of those who did not submit, if any) and consolidated SALNs; and
- 5) Submit to the Civil Service Commission-Records Office on or before 30 June of every year.

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.


BIENVENIDO E. LAGUESMA
Secretary

16 January 2023