



Republic of the Philippines  
**NATIONAL TELECOMMUNICATIONS COMMISSION**  
BIR Rd., East Triangle, Diliman, Quezon City

30 September 2020

**OFFICE ORDER NO.: 83-10-2020**

To : All Officials and employees

Subject : Establishment and Conduct of Agency Review and Compliance  
of Statement of Asset, Liabilities and Net Worth (SALN)

1. Pursuant to Civil Service Commission (CSC) Resolution No. 1300455 dated 4 March 2013, the National Telecommunications Commission (NTC) Statement of Assets, Liabilities and Net Worth (SALN) Review and Compliance Committee (RCC) is hereby constituted, and shall be composed of the following members:

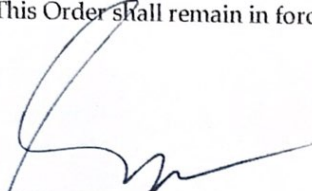

Chairperson: SAMUEL S. SABILE, Administrative Branch

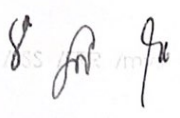
Members: FLORA R. RALAR, Human Resource Division  
MARICAR V. SALEM, HRD  
MARILOU COQUIA, HRD

2. The NTC SALN RCC shall perform the following functions/procedure in the review and compliance of SALN:
  - a. Issue the necessary advisories or guidelines in accomplishing the SALN;
  - b. Receive the SALN of officials and employees;
  - c. Evaluate the SALN if the same has been submitted on time, is complete and in proper form;
  - d. Issue non-compliance order to employees who fail to accomplish or file the SALN properly, or who do not file SALN at the prescribed deadline;
  - e. Prepare the following list of employees in alphabetical order and submit to the undersigned, copy furnished the CSC, on or before 15 May of every year:
    - e.1. Those who filed SALN with complete data;
    - e.2. Those who filed SALN but with incomplete data; and
    - e.3. Those who did not file SALN; and,
  - f. Issue the corresponding certificate of review and compliance in accordance with CSC requirements.

*(1) The SALN filed upon assumption of office, or separation from the service, or on or before 30 April of each year reckoned as of the end of the preceding year, includes the Disclosure of Business Interests and Financial Connections. (2) May be in supplemental form if not covered by a previous advisory or guideline.*

3. The Human Resource Division shall remain as the unit responsible for submitting the original copies of the SALN to the appropriate repository agency on or before the statutory deadline, and shall retain copies of the SALN in accordance with the rules and regulations of the National Archives of the Philippines and CSC on retention and disposal of records.
4. This Order shall remain in force until superseded, revoked or revised accordingly.

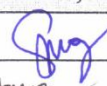
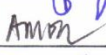

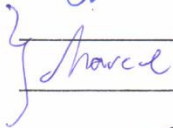

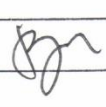
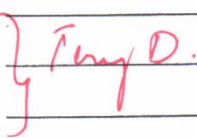

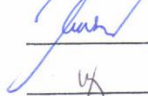


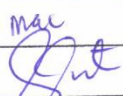
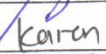
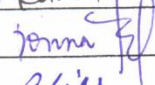


  
GAMALIEL A. CORDOBA  
Commissioner 



# ACKNOWLEDGEMENT

WE CERTIFY TO HAVE RECEIVED FROM THE ADMINISTRATIVE BRANCH A COPY OF THE FOLLOWING:

1. Guidelines / Mechanics in Ranking offices / Delivery Units for the grant of Performance - Based Bonus FY 2020
2. Agency Review and Compliance Procedure of SALN

BRANCH/ DIVISION/ UNIT/ SECTION	RECEIVED BY: <small>(pls. indicate your name)</small>	DATE/ TIME RECEIVED	REMARKS
OFFICE OF THE COMMISSIONER (G. A. Cordoba)		10/01/20	
OFFICE OF THE DEP. COMM. (D. F. Deles)		10/01/20	
OFFICE OF THE DEP. COMM. (E. V. Cabarios)		10/01/20	
<b>LEGAL BRANCH</b>			
Adjudication Branch		10-01-2020	
Internal Legal Affairs Division			
Consumer Welfare and Protection Division		10-01-2020	
<b>REGULATION BRANCH</b>			
Networks and Facilities Division			undergoing self-quarantine as per Memorandum dated 24 Sept. 2020
Services & Interconnection Division			
<b>SPECIAL LICENSING BRANCH</b>			
Special Radio Services Division		10/01/20	
Safety Radio Services & STCW Compliance Division			
<b>INDUSTRY PLANNING AND MANAGEMENT BRANCH</b>			
Industry Planning and Research Division		10/1/20 3:30 P.M.	
<b>PLANNING, FINANCIAL AND MANAGEMENT BRANCH</b>			
Finance Division			undergoing self-quarantine as per Memorandum dated 24 Sept 2020
Management Division			
Corporate Planning and Programming Division			
Information and Technology Unit		3:33 pm 10/01/2020	
<b>ADMINISTRATIVE BRANCH</b>			
Human Resource Division		10/1/2020	
General Services Division		10/1/20	
Central Records Section		10/1/2020	
Cashier Section		10/1/2020	
<b>BROADCAST SERVICES DIVISION</b>			
INTERNAL AUDIT DIVISION		10/1/2020	undergoing self-quarantine as per Memorandum dated 24 Sept. 2020
EQUIPMENT STANDARDS DIVISION		10/01/2020	
RADIO SPECTRUM AND PLANNING DIVISION		10/1/2020	
COMMISSION SECRETARIAT		10-1-20	
COA		10/01/2020	