



**7 SEP**, 2020

**CAAP AUTHORITY ORDER**

No. 174-2020-2020

**SUBJECT : Reconstituting the Review and Compliance Committee in the Human Resource Management Division (RCC-HRMD) for the Annual Submission of the Statement of Assets, Liabilities, and Net worth (SALN) Required Under RA 6713**

In the exigency of the service and pursuant to provision of Section 8 of RA 6713, otherwise known as the “Code of Conduct and Ethical Standards for Public Officials and Employees” the Review and Compliance Committee created under CAAP Authority Order No. 28-2019 dated January 21, 2019 is hereby reconstituted to be composed of the following HRMD officers and staff.

- Chairperson : Amneris G. Gabriel, Department Manager III
- Vice-Chairperson : Milagros G. Villardar, HRM Officer IV
- Members : Jacqueline G. Malimban, HRM Officer II  
 Wilmar Jones N. Montero, HRM Officer II  
 Roma Ruchelle C. Arias, HRM Officer I

Service Chiefs/ Head of Offices concerned in CAAP Central Office are advised to designate their respective SALN Focal Persons, whose name shall be officially submitted to the RCC-HRMD, to coordinate submission of SALNs in their respective unit, while the duly designated HR Unit In-Charge in the Area Centers shall serve as the CAAP Area Center’s Focal Person for this purpose.

The above reconstituted RCC-HRMD shall be responsible for the strict implementation and monitoring of the filing and submission of the annual Statement of Assets, Liabilities, and Net worth (SALN) by all appointive officials and employees of the Civil Aviation Authority of the Philippines (CAAP) in accordance with provisions and procedures prescribed in CSC Memorandum Circular No. 10, s. 2006 and CSC Memorandum Circular No. 3, s. 2013.

The RCC-HRMD shall perform the following duties and responsibilities:

1. Preparation and issuance of the Memorandum to all CAAP officials and employees with the non-extendable deadline for submission and filing of the individual SALN for the year ending December 31 of the preceding year. Deadline of which is on or before April 30 of every year.
2. Provide copies of the prescribed SALN forms to all CAAP Central Office and Area Centers for distribution to officials and employees concerned.
3. Review and evaluate the correctness/accuracy and completeness of all SALNs submitted and received at the HRMD, in accordance with the guidelines set forth by the CSC.

CIVIL AVIATION AUTHORITY  
 OF THE PHILIPPINES  
**CERTIFIED PHOTOCOPY**

*Emerson S. Pagkaliwangan* 09/23/2020  
**EMERSON S. PAGKALIWANGAN**  
 Division Chief III, Central Records  
 and Archives Division

4. Monitor strict compliance of CAAP Area Centers and maintaining copies of SALN transmittal to CSC and Ombudsman Regional Offices.
5. Submit to the Office of the Director General list of CAAP officials and employees, in alphabetical order, who:
  - a) filed their SALN forms with complete date
  - b) filed their SALN forms but with incomplete data
  - c) did not file their SALN forms
6. Transmit all original copies of SALN forms to concerned offices on or before June 30 of every year:
  - a) Civil Service Commission Central Office - Officials and employees of CAAP Central Office
  - b) Civil Service Commission Regional Office - Officials and employees of CAAP Area Centers
  - c) Office of the President - Presidential appointees
  - d) Office of the Ombudsman Regional Offices - Officials and employees of CAAP Area Centers
7. Issue a Compliance Order signed by the Director General requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order, pursuant to CSC Memorandum Circular No. 3, s. 2013.
8. Ensure that duplicate copies of the SALN forms are filed on the employees' 201 files

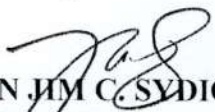
Prescribed under the CSC MC No. 3, s. 2013, failure to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The Director General shall issue a show-cause order directing the official or employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

The following are the penalties for the offense of failure to file SALN:

- |                |   |
|----------------|---|
| First offense  | - Suspension of one (1) month and one (1) day to six (6) months |
| Second offense | - Dismissal from the service                                    |

This Authority Order takes effect immediately and remains in force unless revoked or otherwise amended, and supersedes all other earlier CAAP issuance inconsistent herewith.

For information and strict compliance of all concerned.

  
**CAPTAIN JM C. SYDIONGCO**  
 Director General

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