



MANILA
INTERNATIONAL
AIRPORT
AUTHORITY

MIA Road, NAIA Complex
Pasay City, Philippines 1300

www.miaa.gov.ph
(632) 8877-1109

MAY 04 2021

OFFICE ORDER NO. 060
Series of 2021

SUBJECT : **RECOMPOSITION OF REVIEW AND COMPLIANCE COMMITTEE IN THE ACCOMPLISHMENT, FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

Effective immediately, the Review and Compliance Committee (RCC) is recomposed as follows:

Chairperson : **EMELVYN C. VALENCIA**
Officer-In-Charge
Administrative Department

Members : **LEONIDES F. CRUZ**
Officer-In-Charge
Legal Office

GRACE D. GULINAO
Officer-In-Charge
Accounting Division

Secretariat : **PERSONNEL DIVISION**

The Review and Compliance Committee shall have the following duties and functions:

1. Issue a memorandum directing the submission of SALN forms at least 30 days before the deadline.
2. Consolidate and review the submitted SALN forms of MIAA officials and employees and laws, rules, regulations and issuances relative to SALN.
3. Prepare summary list of filers and certification of compliance.
4. Prepare and submit report on SALN compliance for signature of the Head of Agency.
5. Transmit all original copies of the SALN on or before June 30 of every year to the concerned offices, as specified below:

Employee	Repository Agency
Presidential Appointees	<ul style="list-style-type: none">• Office of the President• 201 File
Permanent officials and employees	<ul style="list-style-type: none">• Civil Service Commission - Central Office• 201 File

6. Provide a copy of the duly-received transmittal letter, Summary List of Filers for the Calendar Year to the Personnel Division.
7. Submit to the CSC-NCR the Certificate of Compliance on SALN signed by the General Manager and eventually for uploading in the MIAA website thru the Management Information Systems Division 7-days upon receipt of the officially received copy from the CSC-NCR.
8. Endorse to the Legal Office for appropriate action, the list of employees who have not submitted their SALN after the transmittal of the same to the CSC-Central Office.
9. Perform other related functions as may be necessary to ensure the agency's compliance with SALN-related concerns.

All MIAA orders, circulars and/or publications in conflict with this are superseded.


EDDIE V. MONREAL
General Manager

