



**OFFICE ORDER NO. 2023- 035**  
**16 March 2023**

**SUBJECT : Reconstitution of the Review and Compliance Committee on the Submission of Statement of Assets, Liabilities and Net Worth**

In the interest and exigency of the service, and pursuant to Rule VII and VIII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees, as amended by the Civil Service Commission (CSC), Office Order No. 2022-005-G dated 14 January 2022 is hereby amended.

The **Review and Compliance Committee on the Submission of Statement of Assets, Liabilities and Net Worth (SALN)** is hereby reconstituted composed of the following Human Resource Division personnel:

Chairperson : **REVELYN R. MOJICA**  
IC Division Manager

Vice-Chairperson : **CEZ MARTINA C. BANDOQUILLO**  
IC Supervising Administrative Officer

Members : **TRANQUILINO E. ESPEJON**  
IC Supervising Administrative Officer

**LEO C. SEBUC**  
IC Administrative Officer III

**CHERYL C. LUALHATI**  
IC Administrative Officer III

**BEA DEBBIE M. ESTRELLA**  
IC Administrative Officer II

**LLYOD JZAN A. YTAC**  
IC Administrative Officer II

**SANDRA B. ICASIANO**  
IC Administrative Officer I

**KAERSTAN ABNER D. VILLAVIRAY**  
IC Administrative Assistant I

The said Committee shall perform the following duties and responsibilities:

1. Evaluate the SALN forms submitted by IC officials and employees to determine whether these were accomplished complete and proper in form, in accordance with the CSC guidelines;
2. Ensure proper, complete, and timely submission of the SALN forms and related reports, including the Certification of Compliance, to the CSC and concerned government agencies pursuant to CSC guidelines; and,

3. Recommend to the Insurance Commissioner the issuance of Compliance Order to officials and employees who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALN within the prescribed period.

All other issuances inconsistent herewith are hereby deemed superseded, revoked, or revised accordingly.

This Office Order shall take effect immediately.

All concerned shall be guided accordingly.

A handwritten signature in black ink, appearing to read 'Dennis B. Funa', is positioned above the printed name.

**DENNIS B. FUNA**  
Insurance Commissioner



**MEMORANDUM**

**TO :** **Ms. KRISTINE CASSANDRA V. PAMILOZA**  
Contract of Services Personnel  
Human Resource Division

**Mr. ALLAN ANGELO B. CELESTINO**  
Contract of Services Personnel  
Human Resource Division

**FROM :** **The Insurance Commissioner**

**DATE :** 16 March 2023

**SUBJECT :** **Reconstitution of the Review and Compliance Committee on the Submission of Statement of Assets, Liabilities and Net Worth**

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In the interest and exigency of the service, you are hereby designated as **Members of the Review and Compliance Committee on the Submission of Statement of Assets, Liabilities and Net Worth (SALN)**.

The said Committee shall perform the following duties and responsibilities:

1. Evaluate the SALN forms submitted by IC officials and employees to determine whether these were accomplished complete and proper in form, in accordance with the CSC guidelines;
2. Ensure proper, complete, and timely submission of the SALN forms and related reports, including the Certification of Compliance, to the CSC and concerned government agencies pursuant to CSC guidelines; and,
3. Recommend to the Insurance Commissioner the issuance of Compliance Order to officials and employees who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALN within the prescribed period.

Please be guided accordingly.

**DENNIS B. FUNA**  
Insurance Commissioner