



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF BULACAN  
MUNICIPALITY OF GUIGUINTO  
OFFICE OF THE MUNICIPAL MAYOR

Executive Order No. 7  
Series of 2023

## AN ORDER REORGANIZING THE REVIEW AND COMPLIANCE COMMITTEE FOR THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution and Section 34, Chapter 9, Book I of the 1987 Administrative Code requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth (SALN);

**WHEREAS**, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) requires the declarant to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households;

**WHEREAS**, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

**WHEREAS**, Section 10 of Republic Act No. 6713 provides the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

**WHEREAS**, Civil Service Commission (CSC) Resolution No. 1300455 directs that every office or agency shall have a Review and Compliance Committee (RCC) which shall be composed of one (1) Chairman and two (2) members;

**WHEREAS**, CSC Resolution No. 1300455 also mandates that the RCC shall be designated and authorized by the head of agency to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.

**NOW, THEREFORE, I, ATTY. AGATHA PAULA A. CRUZ**, Municipal Mayor of Guiguinto, Bulacan, by virtue of the powers vested in me by law, do hereby order the reorganization of the Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth in the Municipality of Guiguinto, Bulacan:

**Section 1. Composition.** The Review and Compliance Committee shall be composed of the following:

**Chairperson:**

**ELMER C. ALCANAR**

Municipal Administrator



**Members:**

**ATTY. EDILBERTO C. CRUZ, JR.**  
Municipal Legal Officer

**SHARON B. EXALTACION**  
Sangguniang Bayan Secretary

**IRINA ANGELA F. FRANCISCO-ROQUE**  
HRMO II

**MAYLYN A. MERCED**  
Records Officer I

**Section 2. Functions, Duties and Responsibilities.**

The Review and Compliance Committee shall:

1. Evaluate if the SALN submitted by the Municipality of Guiguinto officials and employees has been submitted on time, complete, and in proper form;

2. Prepare a list of the following employees, in alphabetical order, to the head of the agency, copy furnished the CSC, on or before 15 May of every year:

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;

3. Draft the Municipality of Guiguinto RCC's review and compliance procedure of SALNs and cascade to all officials and employees;


4. Ensure that should any changes in the Municipality of Guiguinto's review and compliance procedure of SALNs be adopted.

**Section 3. Secretariat.** The Human Resource Management Office shall extend secretariat services to the Review and Compliance Committee.

**Section 4. Repealing Clause.** All orders, proclamations, rules and regulations, or parts thereof, which are inconsistent with any provisions of this Order are hereby repealed or modified accordingly.

**Section 5. Effectivity.** This Executive Order shall take effect immediately.

Signed this April 19, 2023 at the Municipality of Guiguinto, Bulacan.

  
**ATTY. AGATHA PAULA A. CRUZ**  
Municipal Mayor