



Republic of the Philippines  
**OVERSEAS WORKERS WELFARE ADMINISTRATION**  
Department of Labor and Employment



**OWWA Secretariat**

Special Order No. 409  
Series of 2018

In the interest of the service, and in view of the need to review and evaluate the submitted Statement of Assets, Liabilities and Net Worth (SALN), pursuant to CSC Resolution No. 1300455 promulgated on 04 March 2013, the Review and Compliance Committee is hereby reconstituted to be composed of the following:

- Chairperson : Director, Administrative and Financial Management Office
- Members : Chief, Human Resource Management & Development Division (HRMDD)  
One (1) HRMDD staff

The Committee shall have the following functions:

1. They 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.
2. They shall prepare a list of the following employees, in alphabetical order, to the head of agency, copy furnished the Civil Service Commission on or before May 15 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.

This order supersedes Special Order Number 122, Series of 2016.

For compliance.

  
**HANS LEO J. CACDAC**  
Administrator

01 August 2018