



**LBP INSURANCE BROKERAGE, INC.**  
(A LANDBANK Subsidiary)

SPECIAL ORDER NO. 007  
Series of 2018

**SUBJECT: CREATION OF A REVIEW AND COMPLIANCE COMMITTEE AND PROVIDING FOR COMPLIANCE AND REVIEW PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

Pursuant to Civil Service Commission (CSC) Resolution No. 1300455 promulgated on March 4, 2013 (Review and Compliance Committee for Statement of Assets, Liabilities and Net Worth) amending and clarifying CSC Resolution No. 060231 dated February 6, 2006, amended and clarified Rule VIII of the Rules Implementing Republic Act No. 6713 on the review and compliance of the SALN, a Review and Compliance Committee is hereby created and to be composed of the following:

Chairman : Head, Accounting Unit  
Members : Head, Marketing Unit  
Head, Administrative Unit

The Review and Compliance Committee shall observe the procedures and perform its functions, as follows:

1. Receive, review and evaluate submitted SALN forms to determine whether said statements have been submitted on time, complete and in proper form.
  - a) A SALN is deemed properly accomplished when all applicable information details required therein are provided by the filer; and
  - b) Items not applicable to the filer should be marked N/A (not applicable).
2. Prepare a list of the following employees, in alphabetical order, to LIBI's President and CEO, copy furnished CSC 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.
3. Prepare the Order to be issued the LIBI President & CEO requiring those who have incomplete data in their SALNs 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.

4. Assist LIBI's President & CEO and other appropriate authorities of LIBI to demand or exact compliance from officials and employees who failed to correct or submit his/her SALN in accordance with the above procedure and within the given period under pain of administrative disciplinary action.

Aside from the foregoing procedure and functions, the Review and Compliance Committee shall observe and comply with all the other rules and procedure by CSC Resolution No. 060231 dated February 6, 2006 as well as the subsequent amendatory rules and resolutions adopted by the CSC or rules issued by the Office of the Ombudsman on the matter of filing of SALN.

All related and necessary expenses that may be incurred by the Committee are hereby authorized subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately.

  
**TOMAS T. DE LEON, JR.**  
Acting President & CEO

Date: September 28, 2018