

Integrated Records Management Office
Communications Management Division

Checklist of Requirements for SALN submission

Agency/Office: DOJ



1. Cover /Transmittal Letter
2. Summary List of Filers (SLF) (Printed copy)
3. Summary List of Filers (Soft Copy) (In future submissions, please send soft copy to our official email address: irmo.cmd@csc.gov.ph)
 USB CD thru email *to follow*
4. Certification issued by the agency Review and Compliance Committee (RCC)
5. List of Employees who did not file their SALNs
6. 2021 Sworn Statements of Assets, Liabilities and Networth (SALNs)

Received by: _____

Date: _____



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila



REVIEW AND COMPLIANCE COMMITTEE
Under Department Order No. 94, s. 2022

This is to certify that the attached Statements of Assets, Liabilities and Net Worth (SALNs) of the employees, this Department, were reviewed and found compliant with the procedures in the filing and submission of SALNs as provided under Civil Service Commission Memorandum Circular No. 10, s. 2006, as amended by CSC Resolution No. 13004455 promulgated on 4 March 2013 and CSC Resolution No. 1500088 promulgated on 23 January 2015.

Issued on 30 June 2022.

MAJKEN ANIKA S. GRAN-ONG
Assistant Secretary
Chairperson, Review and Compliance Committee (RCC)

MARIA CHARINA BUENA-DY PO
Director IV, Technical Staff
Vice Chairperson, RCC

LIZA B. DE LEON
Director IV, Administrative Service
Member, RCC

ALEJANDRO C. DAGUISEO
Assistant State Prosecutor, National
Prosecution Service
Member, RCC

MARICRIS LAIG-ESTEPA
Chief Planning Officer, Evaluation and
Statistics Division
Secretariat, RCC

JENNY M. MANDIGMA-AGUILA
Attorney V, Technical Staff
Member, RCC

JANICE G. DE VILLA
Administrative Officer V, Training Section
Secretariat, RCC

ARLENE R. ALMADEN
Administrative Officer V, Accounting
Division
Secretariat, RCC

Encls. as stated.



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

Ms. MARIA LETICIA G. REYNA

Director IV

Integrated Records Management Office

Civil Service Commission, IBP Road

Batasan Hills, Quezon City

SUBJECT : TRANSMITTAL OF STATEMENT OF ASSETS,
LIABILITIES AND NET WORTH AS OF 31
DECEMBER 2021 OF THE OFFICIALS AND
EMPLOYEES OF THE DEPARTMENT OF
JUSTICE (Main Office)

Dear **Director Reyna:**

Pursuant to Section 5 of Civil Service Commission (CSC) Resolution No. 060231 dated 01 February 2006, as amended by CSC Resolution No. 1500088 dated 23 January 2015, we are transmitting the following documents in compliance with the required submission of Statements of Assets Liabilities and Net Worth (SALNs) as of 31 December 2021 of the officials and employees of the Department of Justice (Main Office).

- 1) Certification of Review and Compliance Committee – DOJ
- 2) Summary List of Filers – Department Proper;
- 3) Original copies of SALNs – Department Proper;
- 4) Summary List of Filers – Board Members, Board of Pardons and Parole
- 5) Original copies of SALNs – Board Members, Board of Pardons and Parole

Thank you.

Very truly yours,


HEDELIZA Q. ENCABO
Acting Chief, Personnel Division