



**EXECUTIVE ORDER NO. 024**

Series of 2025

**AN ORDER CONSTITUTING THE REVIEW AND COMPLIANCE COMMITTEE  
FOR THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)  
IN THE CITY GOVERNMENT OF NAGA**

**WHEREAS**, Section 17, Article XI of the 1987 Philippine Constitution mandates public officers and employees to submit a declaration under oath of their assets, liabilities, and net worth;

**WHEREAS**, Section 8 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," requires the annual filing of the Statement of Assets, Liabilities and Net Worth (SALN) and the filing thereof within thirty (30) days from assumption to office;

**WHEREAS**, Civil Service Commission (CSC) Resolution No. 1300455 dated March 4, 2013, provides for the creation of a Review and Compliance Committee (RCC) in every government agency to evaluate the completeness and timeliness of SALN submissions;

**WHEREAS**, the City Government of Naga recognizes the importance of institutionalizing a mechanism to ensure compliance with SALN filing requirements and to promote transparency and accountability in public service;

**NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO**, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. CREATION OF THE REVIEW AND COMPLIANCE COMMITTEE.**

There is hereby constituted a **Review and Compliance Committee (RCC)** in the City Government of Naga to evaluate the SALNs submitted by officials and employees.

**SECTION 2. COMPOSITION.** The RCC shall be composed of the following:

- **Chairperson:** Head, Human Resources Management Office
- **Member:** City Legal Officer
- **Member:** City Accountant





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The members shall serve for a term of one (1) year, unless sooner replaced or reconstituted.

**SECTION 3. FUNCTIONS.** The RCC shall:

- A. Receive and review SALNs to determine whether they were submitted on time, complete, and in proper form;
- B. Prepare a list of employees who:
  - 1. Filed with complete data;
  - 2. Filed with incomplete data;
  - 3. Did not file;
- C. Submit the list to the City Mayor and furnish a copy to the Civil Service Commission on or before **May 15** of each year;
- D. Recommend the issuance of compliance orders to non-filers or those with incomplete SALNs.

**SECTION 4. AMENDMENTS AND INTERPRETATION.** This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy and the operationalization of the principles of good governance.

**SECTION 5. REPEALING CLAUSE.** All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

**SECTION 6. SEPARABILITY CLAUSE.** If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.


**SECTION 7. EFFECTIVITY.** This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

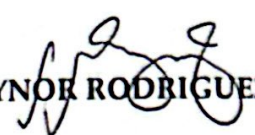


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DONE in the City of Naga, this 29th day of July, 2025.

  
**MARIA LEONOR GERONA ROBREDO**  
City Mayor

Attested by:  **RAYNOR RODRIGUEZ**