



Republic of the Philippines  
Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

13 January 2026

DIVISION MEMORANDUM  
No. 031 s. 2026

**COMPOSITION OF REVIEW AND COMPLIANCE COMMITTEE FOR THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Resolution No. 1300445 dated March 4, 2013 regarding the **Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net worth (SALN)**, every office/agency shall have an RCC.

2. In this connection, the following officials are hereby designated as Review and Compliance Committee (RCC) of SDO Tayabas for SALN:

Chairperson: **HERBERT D. PEREZ**  
Assistant Schools Division Superintendent

Members: **CONRADO C. GABARDA**  
Administrative Officer V

**GRASIELA L. HERNANDEZ**  
Administrative Officer IV/ HRMO II

**AGNES M. LUZADAS**  
Accountant III

**CHARLENE A. VITO**  
Administrative Aide VI (Personnel Services)

3. The RCC shall review and evaluate the submitted SALN of SDO Tayabas officials and employees whether or not the same has been submitted on time, complete and in proper form. The RCC shall prepare a list of the following employees, in alphabetical order:

- 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

4. For information and guidance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: Civil Service Commission (CSC) Resolution No. 1300445

To be indicated in the Perpetual Index  
under the following subjects:

N/A

OSDS Personnel Unit – composition of review and compliance committee for the statement of assets, liabilities and net worth (saln)  
PERKTR20-002292 /January 13, 2026