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ASS2024-MEMO-03-11		
OD24-MEMO-08-21		
Reference Numbers		

January 25, 2024

**MEMORANDUM**

**TO : ALL DA-BAFS PERSONNEL (PERMANENT AND CONTRACT OF SERVICE)**

**FROM : OFFICE OF THE DIRECTOR**

**SUBJECT : SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES, AND NET WORTH (SALN) AND PERSONAL DATA SHEETS (PDS) AS OF DECEMBER 31, 2023**

Pursuant to Section 8 of Republic Act No. 6713 otherwise known as the *Code of Conduct and Ethical Standards for Public Officials and Employees*, all permanent and coterminous to the official employees are hereby directed to submit their respective SALN as of December 31, 2023 to the Administrative Support Services (ASS) **on or before Friday, March 22, 2024**. All DA-BAFS permanent personnel are encouraged to read the Frequently Asked Questions (FAQs) and directed to use the forms that may be downloaded in [Civil Service Commission's \(CSC's\) website](#).

Furthermore, in compliance with CSC Memorandum Circular No. 24, series of 2018 or the *2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 (ORA OHRA)*, all DA-BAFS personnel (including Contract of Service or COS) are likewise directed to submit their PDS as of December 31, 2023 using the format that may be downloaded [here](#).

Failure to submit the said documents shall be grounds for administrative disciplinary action.

For strict compliance.

  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
 Director IV  
 Mr RVC  
 25012024





March 5, 2024

**OFFICE ORDER No. 7**  
*Series of 2024*

**TO : ALL DA-BAFS PERSONNEL**

**FROM : OFFICE OF THE DIRECTOR**

**SUBJECT : RECONSTITUTION OF THE DA-BAFS STATEMENT OF ASSETS,  
LIABILITIES AND NET WORTH (SALN) REVIEW AND  
COMPLIANCE COMMITTEE**

In compliance with Civil Service Commission (CSC) Resolution No. 1300455 promulgated on March 4, 2013, entitled, "Review and Compliance Committee for the SALN", the DA-BAFS SALN Review and Compliance Committee is hereby reconstituted. The composition of the Committee is as follows:

**Chairperson : MARY GRACE R. MANDIGMA, PFT**  
Assistant Director-Designate

**Members : ROXANNE P. LIZARDO**  
Administrative Officer V

**ROSEMARIE V. CALIBO**  
Information Officer III

The **BAFS SALN Review and Compliance Committee** shall have the following functions:

1. Evaluate if SALN are submitted on time, complete, and in proper form;
2. Process personal information contained in the SALN, subject to compliance with the requirements of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and other laws allowing disclosure of information to the public and adherence to the principles of transparency;
3. Prepare a list of the following employees, in alphabetical order, to be submitted to the Director, copy furnished to the CSC:
  - 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 shall take effect immediately and shall remain in force until officially revoked in writing. All orders inconsistent herewith are deemed revoked.

Done this **5<sup>th</sup>** day of **March 2024**.

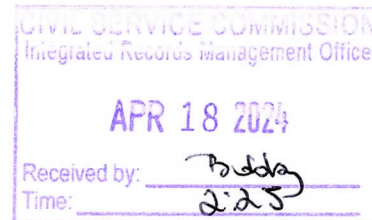
  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
Director IV  
ME  
RVC  
05032024





April 11, 2024

**NOREEN BOOTS GOCON-GRAGASIN**  
 Director IV  
 Integrated Records Management Office  
 Civil Service Commission (CSC)  
 Constitution Hills, Batasang Pambansa Complex  
 Diliman, Quezon City



**Dear Director Gragasin:**

In compliance with Section 8- Statements and Disclosures of Republic Act 6713 *Code of Conduct and Ethical Standards for Public Officials and Employees*, the DA-BAFS is submitting herewith the duly accomplished Sworn Statement of Assets, Liabilities, and Net Worth (SALN) of all officials and employees for CY 2023

In addition, attached herewith are the following:

1. Summary List of Filers (SLF) with complete data;
2. Certification issued by the agency Review and Compliance Committee (RCC); and
3. List of Employees who did not file their SALNs.

For your information and reference.

Very truly yours,

  
**KAREN KRISTINE A. ROSCOM, PFT, PhD**  
 Director IV





**Integrated Records Management Office**  
**Communications Management Division**

Annual Submission (CY 2023)     New Employee/s     Separated Employee/s

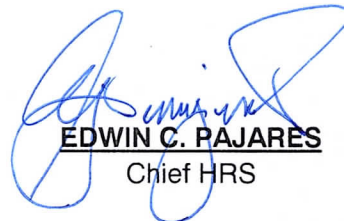
Agency/Office: BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (BAFS)

1.  Cover /Transmittal Letter
2.  Summary List of Filers
3.  Certification issued by the agency Review and Compliance Committee
4.  List of Employees who did not file their SALNs (Non-Filers)
5.  Sworn Statements of Assets, Liabilities and Network (SALNs)
6.  Others \_\_\_\_\_

CIVIL SERVICE COMMISSION  
Integrated Records Management Office  
**APR 18 2024**  
Received by: Reby  
Time: 2:25

The submitted documents will be reviewed/evaluated in accordance with existing rules and regulations on the submission of SALNs and the submitting agency will be informed accordingly should there be any discrepancy.

Thank you.

  
**EDWIN C. RAJARES**  
Chief HRS