



February 19, 2025

**OFFICE ORDER No. 4**  
 Series of 2025

**TO : ALL DA-BAFS PERSONNEL**

**FROM : OFFICE OF THE OIC-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**  
 Officer-in-Charge, Director

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

**ROSEMARIE V. CALIBO**  
 Information Officer III

The **DA-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.

*Mary Grace R. Mandigma*  
**MARY GRACE R. MANDIGMA, PFT**  
 Officer-in-Charge, Director

*Ms. RVC*  
 19/02/2025

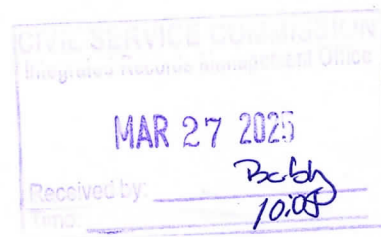




Page	:	1 of 1
0027-LTR-265-031		
BAFS25-LTR-119-23		
Reference Numbers		

March 19, 2025

**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:**

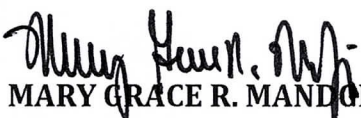

In compliance with Section 8- Statements and Disclosures of Republic Act 6713 *Code of Conduct and Ethical Standards for Public Officials and Employees*, the DA-BAFS is submitting herewith the duly accomplished Sworn Statement of Assets, Liabilities, and Net Worth (SALN) of all officials and employees for CY 2024.

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,

  
**MARY GRACE R. MANDOCIMA, PFT**  
 Officer-in-Charge, Director 





Integrated Records Management Office  
Communications Management Division

Annual Submission / 2024  
Additional Submission       New Employee/s       Separated Employee/s

Agency/Office: Bureau of Agriculture & Fisheries Standards (BAFS)

1.  Cover /Transmittal Letter
2.  Summary List of Filers (irmo.cmd@csc.gov.ph)
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) for CY 2024
6.  Other \_\_\_\_\_

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.

*[Signature]*  
**RAMON JUN D. ACLAN**  
Chief HRS