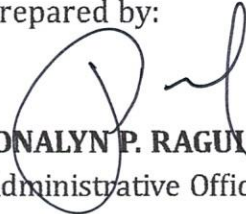





**REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT  
 OF FINANCIAL DISCLOSURE**

STEPS / PROCEDURE	RESPONSIBLE PERSON	TIMELINE
1. Issuance of Memorandum on the submission of duly accomplished SALN	HRMO	1st week of January 2023
2. Receipt of duly accomplished SALN	HRMO	1st week of February 2023
3. Evaluation of submitted SALN by employees a. Basic Information b. Assets (Real Properties and Personal Properties) c. Liabilities d. Net Worth e. Financial connections and Business Interest f. Relatives in the Government	Review and Compliance Committee	Last week of February 2023
4. Affixing of Signature by the Person Adminstrering Oath	RD	1st week of March 2023
5. Consolidation of SALN Filers	HRMO	1st week of March 2023
6. Scanning of SALN	HRMO	1st week of March 2023
7. Preparation of transmittal of SALN of employees	HRMO	2nd week of March 2023
8. Submission to the Office of the Ombudsman and DOLE HRDS	HRMO / Records Officer	3rd week of March 2023
9. File SALN	HRMO	3rd week of March 2023

Prepared by:

  
**JONALYN P. RAGUINDIN**  
 Administrative Officer V  
 (HRMO III)

Approved:

  
**JESUS ELPIDIO B. ATAL JR., MNSA**  
 OIC-Regional Director