



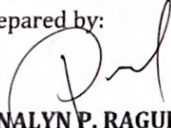
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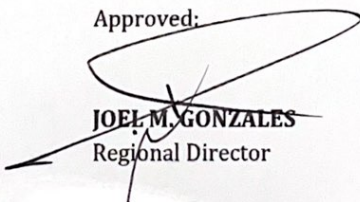
REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF FINANCIAL DISCLOSURE

STEPS / PROCEDURE	RESPONSIBLE PERSON	TIMELINE
1. Issuance of Memorandum on the submission of duly accomplished SALN	HRMO	2 nd week of January 2022
2. Receipt of duly accomplished SALN	HRMO	On or before end February 2022
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	1st week of March 2022
4. Affixing of Signature by the Person Adminstrering Oath	RD	2 nd week of March 2022
5. Consolidation of SALN Filers	HRMO	2 nd week of March 2022
6. Scanning of SALN	HRMO	2 nd week of March 2022
7. Preparation of transmittal of SALN of employees	HRMO	Last week of March 2022
8. Submission to the Office of the Ombudsman and DOLE HRDS	HRMO / Records Officer	First week of April 2022
9. File SALN	HRMO	First week of April 2022

Prepared by:


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(HRMO III)

Approved:


JOEL M. GONZALES
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