





**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	On or before end of February 2020
2. Receipt of duly accomplished SALN	HRMO	On or before end March 2020
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	First week of April 2020
4. Affixing of Signature by the Person Adminstrering Oath	RD	First week of April
5. Consolidation of SALN Filers	HRMO	First week of April 2020
6. Scanning of SALN	HRMO	First week of April 2020
7. Preparation of transmittal of SALN of employees	HRMO	First week of April 2020
8. Submission to the Office of the Ombudsman and DOLE HRDS	HRMO / Records Officer	First week of April 2020
9. File SALN	HRMO	First week of April 2020

Prepared by:


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Approved:


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