

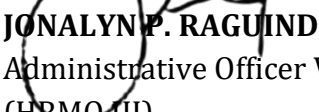


REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF FINANCIAL DISCLOSURE

STEPS / PROCEDURE	RESPONSIBLE PERSON	TIMELINE
1. Issuance of Memorandum on the submission of duly accomplished SALN	HRMO	On or before end of February 2021
2. Receipt of duly accomplished SALN	HRMO	On or before end March 2021
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 2021
4. Affixing of Signature by the Person Adminstrering Oath	RD	First week of April
5. Consolidation of SALN Filers	HRMO	First week of April 2021
6. Scanning of SALN	HRMO	First week of April 2021
7. Preparation of transmittal of SALN of employees	HRMO	First week of April 2021
8. Submission to the Office of the Ombudsman and DOLE HRDS	HRMO / Records Officer	First week of April 2021
9. File SALN	HRMO	First week of April 2021

Prepared by:

Approved:


JONALYN P. RAGUINDIN
Administrative Officer V
(HRMO III)


JOEL M. GONZALES
Regional Director