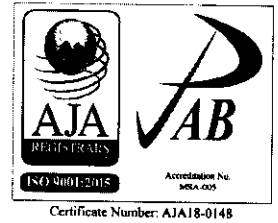




Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
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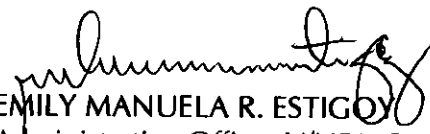


THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT AND FINANCIAL DISCLOSURE

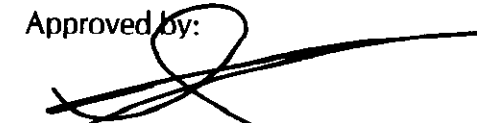
| STEPS/PROCEDURES | RESPONSIBLE PERSON | TIMELINE |
|---|---------------------------------|--|
| 1. Issuance of Office Memorandum on the submission of duly accomplished SALN | HRMO | Memorandum dated 4 February 2020 |
| 2. Receipt of duly accomplished SALN | HRMO | Not later than 28 February 2020 |
| 3. Evaluation of submitted SALN (return to concern employees/official SALN not duly accomplished or with incomplete attachment) | Review and Compliance Committee | 1 st and 2 nd Week of March 2020 |
| 4. Consolidates list of filers, certification of completeness of SALN filing and accomplishes other required forms. | Review and Compliance Committee | 1 st Week of April 2020 |
| 5. Prepares transmittal of SALN of employees and officials for submission to office of the Ombudsman. • Prepares transmittal of SALN of official and Heads of Offices for submission to HRDS | HRMO | July 10, 2020 |
| 6. Submits SALN & other required documents to Office of Ombudsman | HRMO | July 20, 2020 |
| 7. Files Records | HRMO | 4 th week of July 2020 |

*Timelines on preparation and submission were adjusted due to COVID-19 pandemic, hence deadline of submission is set on October 2020.

Prepared by:


EMILY MANUELA R. ESTIGOY
Administrative Officer V/HRMO

Approved by:


NATHANIEL V. LACAMBRA, CESO III
Regional Director