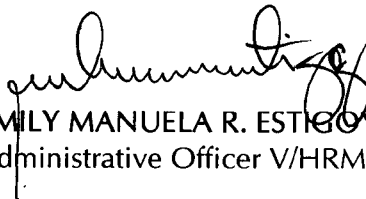


THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT AND FINANCIAL DISCLOSURE

STEPS/PROCEDURES	RESPONSIBLE PERSON	TIMELINE
1. Issuance of Office Memorandum on the submission of duly accomplished SALN	HRMO	Memorandum dated 19 February 2021
2. Receipt of duly accomplished SALN	HRMO	Not later than March 5, 2021
3. Evaluation of submitted SALN (return to concern employees/official SALN not duly accomplished or with incomplete attachment)	Review and Compliance Committee	3rd Week of March 2021
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 2021
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	April 15, 2021
6. Submits SALN & other required documents to Office of Ombudsman	HRMO	Not later than April 30, 2021
7. Files Records	HRMO	4 th week of April 2021

Prepared by:


EMILY MANUELA R. ESTIGOY
Administrative Officer V/HRMO

Approved by:


ATTY. EVELYN R. RAMOS
Regional Director