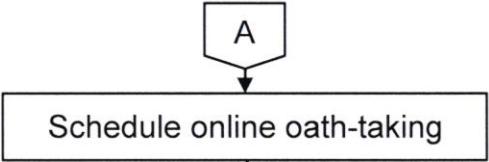
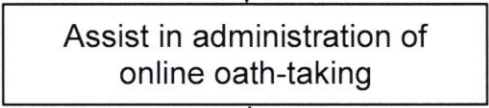
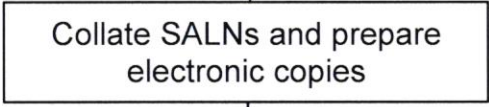
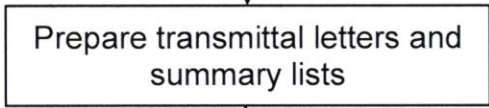
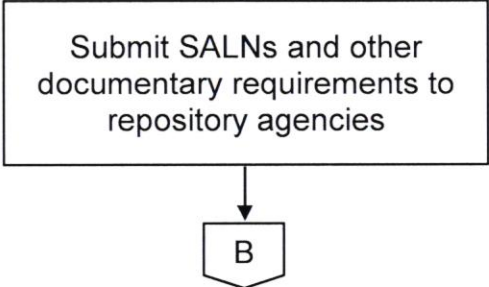





## REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

ACTIVITY	PROCEDURE
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">START</div>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Issue Memorandum on the submission of SALN</div>	Issue Memorandum directing the submission of SALN based on latest Civil Service Commission (CSC) guidelines.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Receive and evaluate SALNs</div>	<p>Evaluate the completeness of entries and compliance of draft SALNs submitted against the latest CSC guidelines. Check the following details:</p> <ul style="list-style-type: none"> <li>• Basic information</li> <li>• Assets, Liabilities, and Net Worth computation</li> <li>• Complete information on Real Properties, Personal Properties, and Liabilities</li> <li>• Financial Connections and Business Interests</li> <li>• Relatives in the government</li> <li>• Signatures of employee and legal spouse, if married</li> </ul>
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">Are information complete and compliant with CSC guidelines?</p> <p style="text-align: left; margin-left: 20px;"><b>NO</b></p> <p style="text-align: right; margin-right: 20px;"><b>YES</b></p> </div>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Return SALN for revision</div>	Return SALN to the concerned personnel for revision.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">A</div>	


ACTIVITY	PROCEDURE
	<p>Re-evaluate revised SALN on completeness and compliance with the latest CSC guidelines. Once SALN is finalized, schedule personnel for online oath-taking.</p>
	<p>Prepare and coordinate administrative and logistics arrangements for the conduct of online oath-taking.</p> <p>Assist the Deputy Insurance Commissioner for Management Support Services Group in the conduct of online oath-taking for 1<sup>st</sup> and 2<sup>nd</sup> level employees, and the Insurance Commissioner for oath-taking of 3<sup>rd</sup> level officials.</p>
	<p>Collate SALNs and save electronic copies (in PDF format) in a CD/flash drive.</p>
	<p>Prepare transmittal letters to designated repository agencies - Malacañang Records Office (MRO), CSC, and Department of Finance – Revenue Integrity Protection Service (DOF-RIPS) together with summary lists and certifications.</p> <p>Submit transmittal letters and other documentary requirements to the Office of the Commissioner for signature.</p>
	<p>Submit SALNs of 3<sup>rd</sup> level officials to MRO together with the certification pertaining to electronic copies of SALNs.</p> <p>Submit all SALNs to the CSC together with the following documents:</p> <ul style="list-style-type: none"> <li>• Summary List of Filers Form</li> <li>• Report of Certification of Compliance</li> <li>• Receiving copy of Transmittal Letter to MRO of SALNs of IC officials</li> </ul>

ACTIVITY	PROCEDURE
	<ul style="list-style-type: none"> <li>• Original copy of SALNs of rank-and-file IC personnel or scanned copies of SALNs saved in CD or flash drive</li> <li>• Certification of the IC SALN Review and Compliance Committee pertaining to Summary List of Filers</li> <li>• Certification pertaining to electronic copies of SALNs</li> <li>• List of SALNs electronically filed and physically filed</li> </ul> <p>Submit all SALNs to the DOF-RIPS together with the following documents:</p> <ul style="list-style-type: none"> <li>• Alphabetical list of IC officials and personnel who filed their SALNs as of 31 December 2020</li> <li>• Report of Certification of Compliance</li> <li>• Receiving copy of Transmittal Letter to MRO of SALNs of IC officials</li> <li>• Original copy of SALNs of rank-and-file IC personnel</li> <li>• Certification pertaining to electronic copies of SALNs</li> <li>• List of SALNs electronically filed and physically filed</li> </ul>
<div style="text-align: center;"> <pre> graph TD     B{{B}} --&gt; A[Compile SALNs, receiving copies of transmittal and documentary requirements]     A --&gt; END([END])           </pre> </div>	<p>Compile the SALNs, receiving copies of transmittal letters and documentary requirements for records purposes.</p>
<div style="text-align: center;"> <pre> graph TD     END([END])           </pre> </div>	

Prepared by:

  
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