



**AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS  
 AND FINANCIAL DISCLOSURE**

<b>STEPS</b>	<b>RESPONSIBLE PERSON</b>
1. Memorandum issued to all employees of the Central and Regional Offices relative to the submission of SALN to respective repository agencies within the prescribed period.	SALN Focal Person (HRDS)
2. Receipt of duly accomplished SALN forms in prescribed format and reviewed by respective HRMOs of Services, Bureaus and Regional Offices (CO Plantilla Positions).	SALN Focal Person (HRDS)  Human Resource Management Officers (Services, Bureaus and Regional Offices)
3. Consolidate duly accomplished/ reviewed SALN forms of all employees, in alphabetical order for submission to respective repository agencies within the prescribed period	SALN Focal Person (HRDS)
4. Finalize and prepare the following documents for review and evaluation of the DOLE SALN Review and Compliance Committee before submission to the respective repository agencies: <ul style="list-style-type: none"> <li>- Transmittal Letter</li> <li>- Summary List of Filers (<i>Printed copy and softcopy</i>)</li> <li>- Certification issued by the Review and Compliance Committee (RCC)</li> <li>- List of Employees who did not File their SALN</li> <li>- Sworn Statements of Assets, Liabilities and Networth (SALN) Forms</li> </ul>	SALN Focal Person (HRDS)  DOLE SALN Review and Compliance Committee
5. Submit all documents mentioned above to the respective repository agencies (Office of the President and/or Civil Service Commission) within the deadline	SALN Focal Person (HRDS) and HRDS Liaison Officer
6. Filing of SALN for record purposes	SALN Focal Person (HRDS)

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