



**MINES AND GEOSCIENCES BUREAU**  
**Regional Office No. VI**  
**Iloilo City**  
  
**Review and Compliance Procedures for**  
**Statement of Assets, Liabilities, and Net Worth**  
**(SALN)**

Issue No: 1  
 Issue: 8/3/2020  
 Date:  
 Rev. No.: 0  
 Rev. Date:  
 Page |  
 1/3

Activity	Responsible Person / Unit	Procedure
<p><b>A. Filing of SALN</b></p> <pre> graph TD     Start([Start]) --&gt; Issuance[Issuance of Memorandum on the Submission of SALN]     Issuance --&gt; Receive[Receive and Review SALN]     Receive --&gt; Review[Review if all information are complete and compliant with the prescribed SALN guidelines]     Review --&gt; Decision{Are information complete and compliance with CSC guidelines?}     Decision --&gt; A((A))           </pre>	<p>Finance and Administrative Division - Administrative Section – Human Resource Management Unit</p> <p>Administrative Officer V / HRM Officer</p> <p>REVIEW AND COMPLIANCE COMMITTEE</p>	<p>Issue Memorandum on the submission of SALN in triplicate copy to the FAD-AS-HRMU</p> <p>Review / evaluate the correctness, completeness and compliance of the SALN per prescribed guidelines. Check on the following details:</p> <ul style="list-style-type: none"> <li>➤ Basic information</li> <li>➤ Assets, Liabilities and Net Worth</li> <li>➤ Personal Properties</li> <li>➤ Liabilities</li> <li>➤ Computation of Net Worth</li> <li>➤ Financial Connections and Business Interests</li> <li>➤ Relatives in the Government</li> <li>➤ Signatures (Declarant and spouse (if applicable))</li> <li>➤ Certification (If applicable)</li> <li>➤ Pagination</li> <li>➤ Marking of “NA” for items that are not applicable</li> <li>➤ Notarization</li> <li>➤ Duly Notarized</li> </ul>

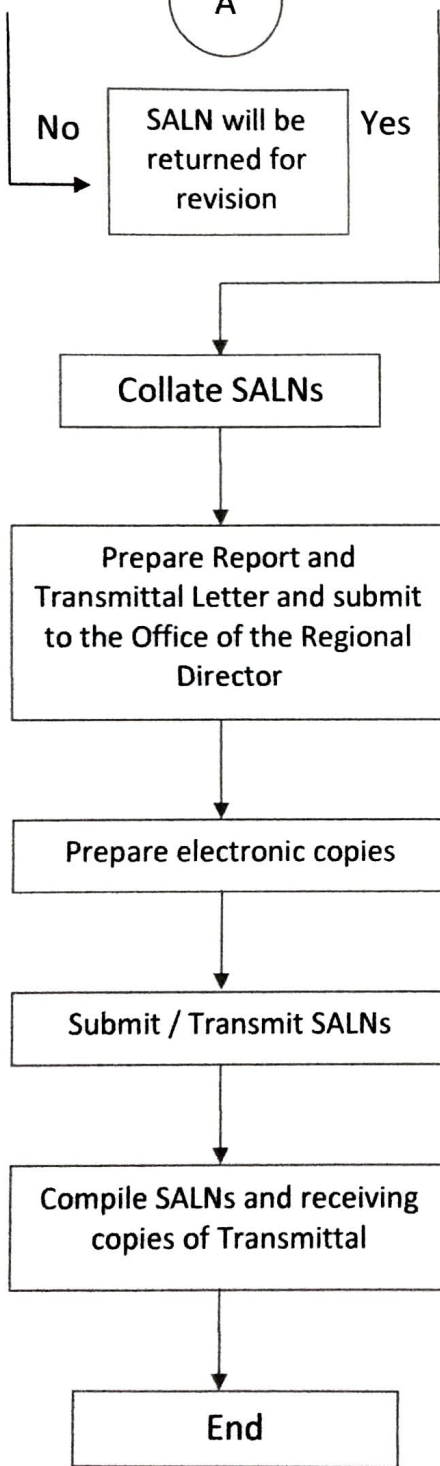


**MINES AND GEOSCIENCES BUREAU**  
**Regional Office No. VI**  
**Iloilo City**

**Review and Compliance Procedures for**  
**Statement of Assets, Liabilities, and Net Worth**  
**(SALN)**

Issue No: 1  
 Issue: 8/3/2020  
 Date:  
 Rev. No.: 0  
 Rev. Date:  
 Page 1  
 2/3

A



Administrative Officer V /  
HRM Officer

Office of the Regional  
Director

Administrative Assistant  
III

Administrative Officer V /  
HRM Officer

Administrative Assistant  
III

Collate SALNs and check if all regular officials and employees have filed their SALN with the Finance and Administrative Division – Administrative Section – HRM Unit in the prescribed form.

Prepare transmittal letter Office of the Ombudsman and Civil Service Commission (CSC) office concerned, together with the Summary List of Filers, Certificate of Compliance and Alphabetical List of Officials and Employees who filed the SALN.

Save the PDF copies of the SALN in a flash drive.

Submit the SALNs of officials and employees to the Office of the Ombudsman and CSC Field Office (FO) concerned to include the following:

- Summary List of Filers (using CSC Form)
- Certification of Compliance (using CSC Form)
- Receiving copy of transmittal letter to the CSC FO concerned
- Soft copy of Summary List of Filers.

Compile the SALNs for records purposes



**MINES AND GEOSCIENCES BUREAU**

Regional Office No. VI

Iloilo City

**Review and Compliance Procedures for  
Statement of Assets, Liabilities, and Net Worth  
(SALN)**

Issue No: 1  
Issue: 8/3/2020  
Date:  
Rev. No.: 0  
Rev. Date:  
Page |  
3/3

Approved:

**RAUL A. LAPUT**

Officer-in-Charge

Office of the Regional Director