

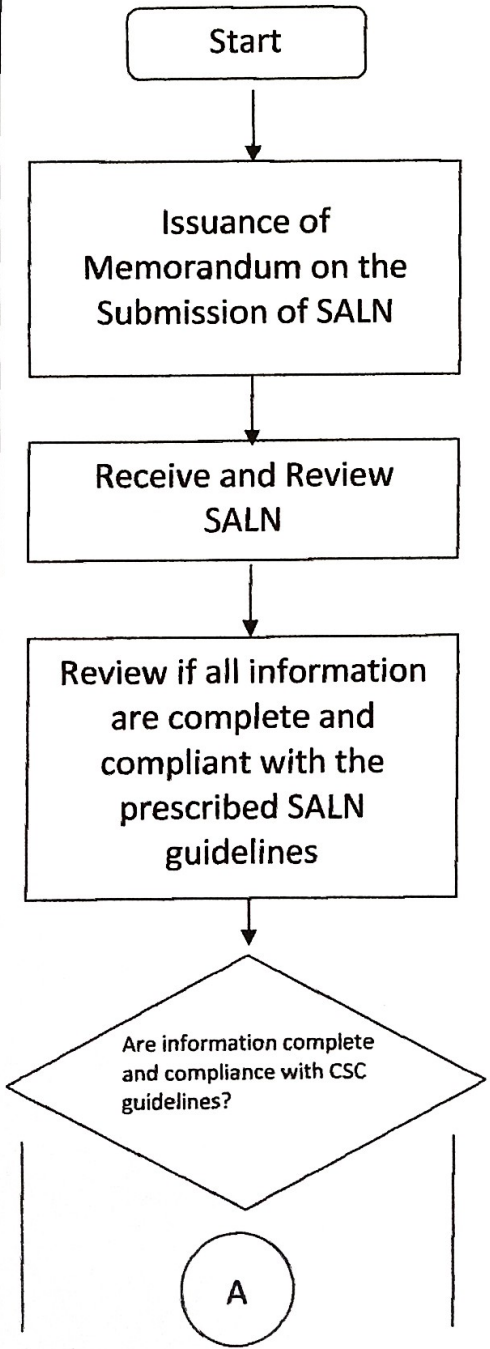


MINES AND GEOSCIENCES BUREAU

Regional Office No. VI
Iloilo City

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

Issue No: 1
Issue: 6/6/2022
Date:
Rev. No.: 0
Rev. Date:
Page |
1/3

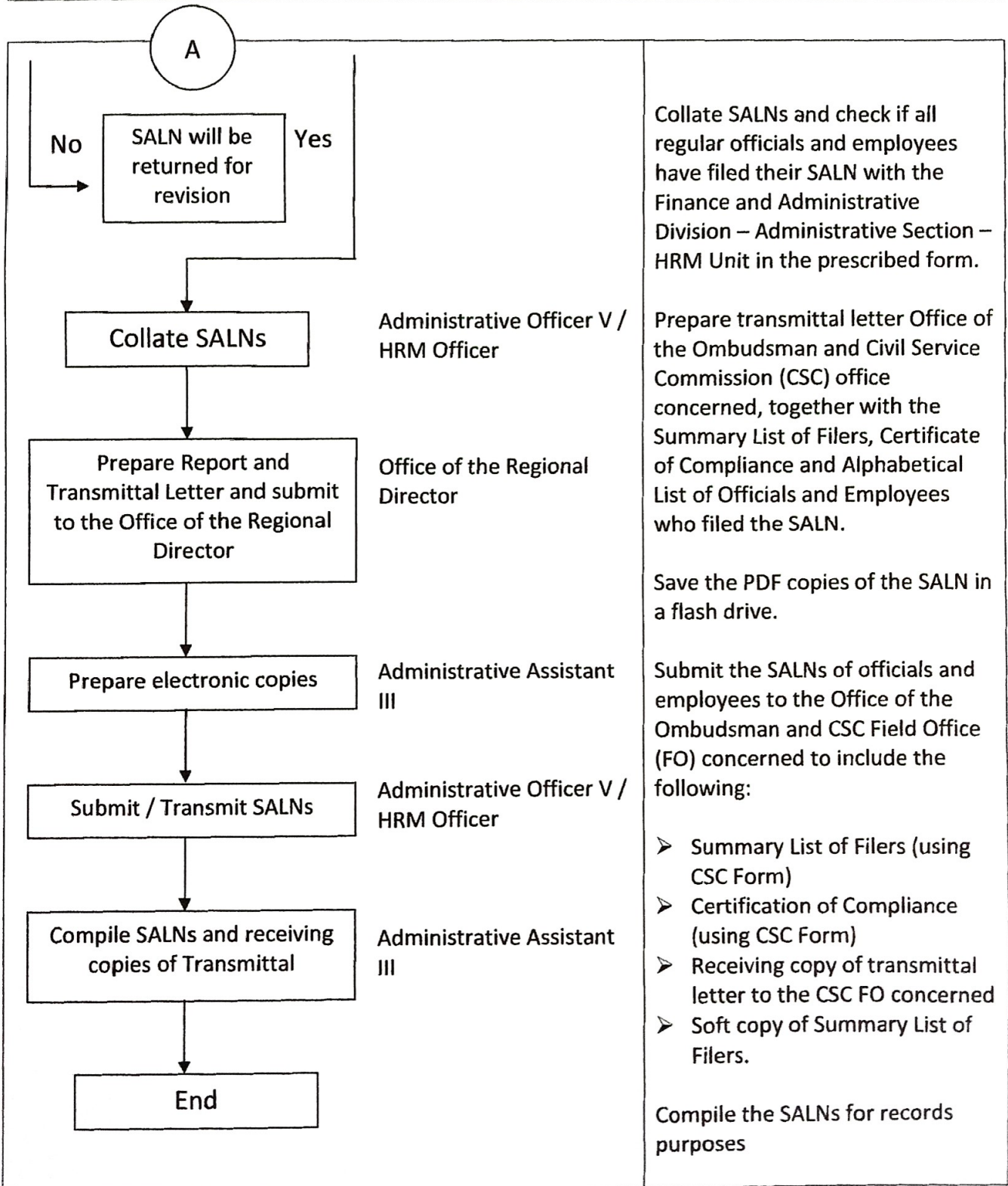
Activity	Responsible Person / Unit	Procedure
<p>A. Filing of SALN</p>  <pre> graph TD Start([Start]) --> Issuance[Issuance of Memorandum on the Submission of SALN] Issuance --> Receive[Receive and Review SALN] Receive --> Review[Review if all information are complete and compliant with the prescribed SALN guidelines] Review --> Decision{Are information complete and compliance with CSC guidelines?} Decision --> 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"> ➤ Basic information ➤ Assets, Liabilities and Net Worth ➤ Personal Properties ➤ Liabilities ➤ Computation of Net Worth ➤ Financial Connections and Business Interests ➤ Relatives in the Government ➤ Signatures (Declarant and spouse (if applicable)) ➤ Certification (If applicable) ➤ Pagination ➤ Marking of “NA” for items that are not applicable ➤ Notarization ➤ Duly Notarized



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 Rev. No.: 0
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 Page |
 2/3





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Issue No: 1
Issue: 6/6/2022
Date:
Rev. No.: 0
Rev. Date:
Page |
3/3

Approved:

RAUL A. LAPUT
Regional Director