




TO : ALL EMPLOYEES
This Office

SUBJECT: Agency Review and Compliance Procedure

DATE: January 5, 2021

Attached is our Agency Review and Compliance Procedure of Statement and Financial Disclosure for your information and guidance.


EXEQUIEL RONIE A. GUZMAN, CESO IV
Regional Director

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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	EO January 2021
2. Receipt of duly accomplished SALN	HRMO	On or before February 15, 2021
3. Evaluation and submitted SALN (return to concern employees/official SALN not duly accomplished or w/ incomplete attachment)	REVIEW AND COMPLIANCE COMMITTEE	1st week of March 2021
4. Consolidates list of filers, certification of completeness of SALN filing and accomplishes other required forms	REVIEW AND COMPLIANCE COMMITTEE	2nd week of March 2021
5. Prepares transmittal of SALN of employees and officials fro submission to office of the Ombudsman. -Prepares transmittal of SALN of offical and Heads of Offices for submission to HRDS	HRMO	last week March 2021
6. Submits SALN and other required documents to Office of the Ombudsman	HRMO	1st week of April 2021
7. Files Records	HRMO	

Prepared by:


VENUS L. GUINJICNA
 Chief Administrative Officer

Approved by:


EXEQUIEL ROME A. GUZMAN, CESO IV
 Regional Director

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