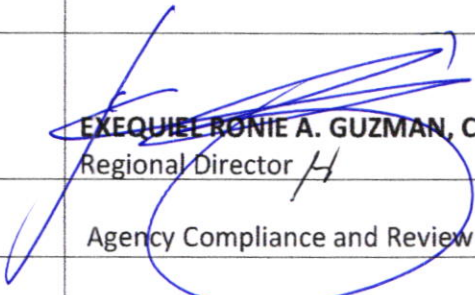




<b>TO</b>	<b>ALL EMPLOYEES</b> <b>THIS OFFICE</b>
<b>FROM</b>	 <b>EXEQUIEL RONIE A. GUZMAN, CESO IV</b> Regional Director <i>H</i>
<b>SUBJECT</b>	Agency Compliance and Review Procedure
<b>DATE</b>	February 4, 2019

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



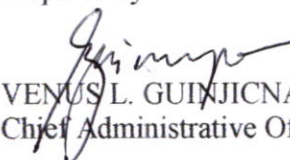
Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Cordillera Administrative Region**  
 DOLE Building, Cabinet Hill, Baguio City

(074) 442-2447; 443-5338 (074) 443-5339 [dole-car@pltdsl.net](mailto:dole-car@pltdsl.net)

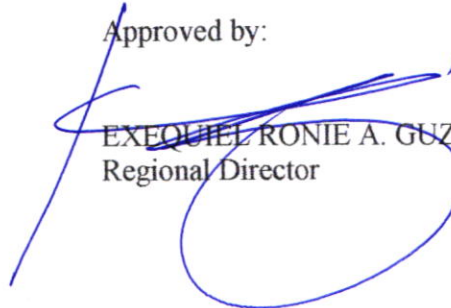
**THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT AND FINANCIAL DISCLOSURE**

STEPS/PROCEDURES	RESPONSIBLE PERSON	TIMELINE
1. Issuance of Office memorandum on the submission of duly accomplished SALN	HRMO	EO February 2019
2. Receipt of duly accomplished SALN	HRMO	On or before March 15, 2019
3. Evaluation of submitted SALN (return to concern employees/official SALN not duly accomplished or w/ incomplete attachment)	Review and Compliance Committee	3 <sup>rd</sup> Week of March 2019
4. Consolidates list of filers, certification of completeness of SALN filing and accomplishes other required forms	Review and compliance committee	Last week of March 2019
5. Prepares transmittal of SALN of employees and officials for submission to office of the Ombudsman. -Prepares transmittal of SALN of official and Heads of Offices for submission to HRDS	HRMO	Ist week of April 2019
6. Submits SALN & other required documents to Office of Ombudsman	HRMO	Ist Week of April 2019
7. Files Records	HRMO	

Prepared by:

  
 VENUS L. GUINJICNA  
 Chief Administrative Officer

Approved by:

  
 EXEQUIEL RONIE A. GUZMAN  
 Regional Director