



**PROCEDURES FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES & NET WORTH (SALN) EVERY APRIL 30 OF THE CURRENT YEAR TO BE SUBMITTED TO OMBUDSMAN & CSC**

1. HRMS to issue a Memorandum as a reminder to all permanent employee of his obligation to prepare and submit his Statement Of Assets, Liabilities & Net Worth (SALN) on or before April 20 of the current year in compliance to the Section 8 of RA 6713.
2. After the deadline of April 20 of the current year, HRMS shall review submitted SALN, to check if the spaces provided are all filled up including the computations.
3. After review, HRMS Chief shall affix his/her initial below the signature space of the Administering Official.
4. After the HRMS Chief affix his/her initial, all SALN shall be routed to the office of the Administering Official, Regional Executive Director or his/her duly Authorized Representative for signature. After signature it will be returned to the HRMS for the preparation of List of Personnel who have submitted SALN.
5. The List of Personnel together with the original copy of SALN will be mailed to the Office of the Ombudsman, Manila on or before June 30 of the current year.
6. A copy of submitted SALN with attachment of the List of Personnel will also be provided to the Civil Service Commission on or before May 15 of the current year.
7. HRMS will keep a file copy of the SALN.

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