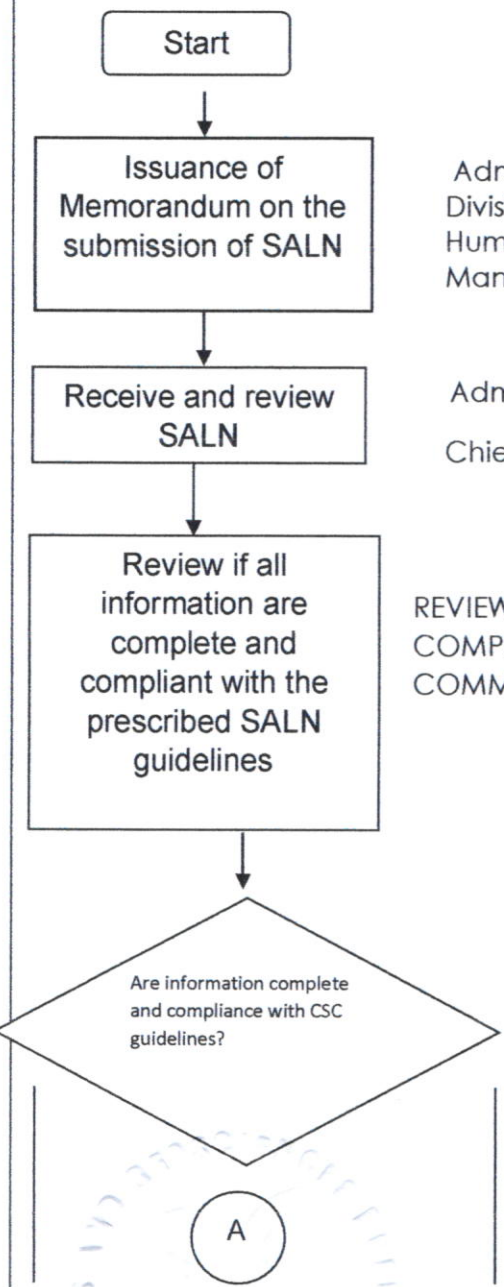
	<p align="center">MINES AND GEOSCIENCES BUREAU North Avenue, Diliman, Quezon City</p> <p align="center">Review and Compliance Procedures for Statement of Assets, Liabilities and Net Worth (SALN)</p>	<p>Issue No.: 1 Issue Date: 9/16/2020 Rev. No.: 0 Rev. Date: - Page 1/2</p>
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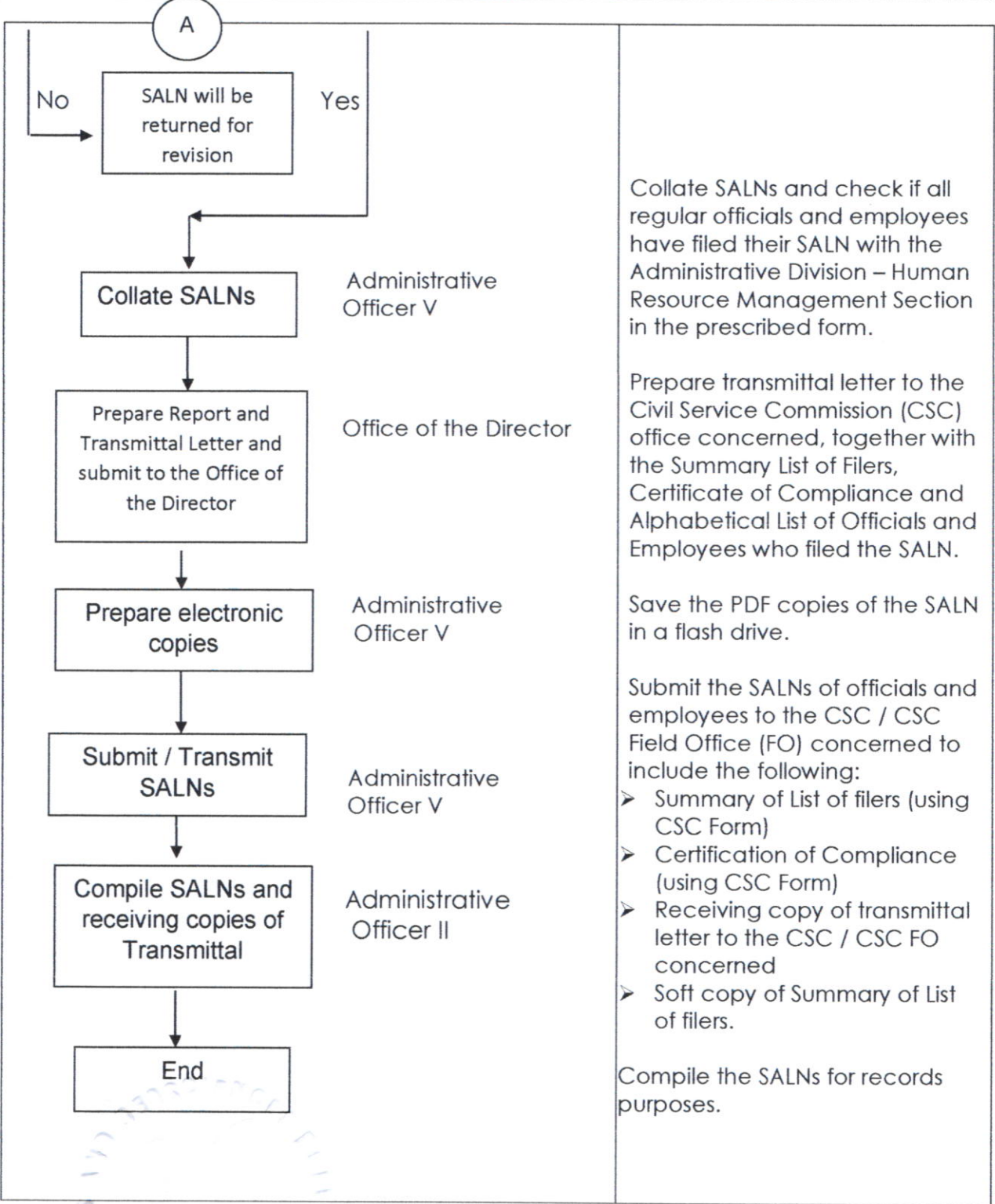
Activity	Responsible Person / Unit	Procedure
<p>A. Filing of SALN</p>  <pre> graph TD Start([Start]) --> Mem[Issuance of Memorandum on the submission of SALN] Mem --> Rev[Receive and review SALN] Rev --> Check[Review if all information are complete and compliant with the prescribed SALN guidelines] Check --> Dec{Are information complete and compliance with CSC guidelines?} Dec --> A((A)) </pre>	<p>Administrative Division- Human Resource Management Section</p> <p>Administrative Assistant Chief, HRMS</p> <p>REVIEW AND COMPLIANCE COMMITTEE</p>	<p>Issue Memorandum on the submission of SALN in triplicate copy to the AD-HRMS.</p> <p>Review / evaluate the correctness, completeness and compliance of the SALN as 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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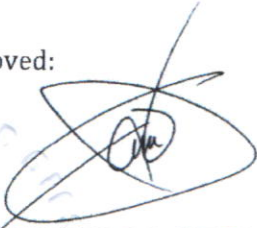


MINES & GEOSCIENCES BUREAU
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Approved:



Atty. WILFREDO G. MONCANO
Acting Director

093020-0001



Procedure

9/30/2020

