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Finance and Administrative Division
Human Resource Management Section

03 February 2020

Cesar Gilbert Q. Adriano
Director
NLP

Dear Sir:

To document the verbal instruction to me in the review of Statement of Assets, Liabilities and Net Worth (SALN) of NLP officials and employees, I would like to request the formal creation of the NLP SALN Review and Compliance Committee for FY 2019.

Attached herewith is a draft rationale of the creation of the committee which you may wish to consider. Likewise included is the suggested composition based on the CSC guidelines and proposed review and compliance procedure.

For your consideration/approval please.

Thank you

Sincerely yours,


Maureen C. Terrenal
Administrative Officer IV
OIC-HRMS



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**CREATION OF THE NLP SALN REVIEW
AND COMPLIANCE COMMITTEE**

Pursuant to the pertinent provisions of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", all government officials and employees are required to file their Statements of Assets, Liabilities and Net Worth (SALN) every year. In accordance with Memorandum Circular No. 2019-1, Section 5.5.a, "Each department/agency shall have a **SALN Review and Compliance Committee** to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form." The SALN Review and Compliance Committee shall be created with the following composition:

Chairperson / Alternate: Director / Chief Administrative Officer
Members : Human Resource Management Section
Head
Administrative Officer I

As such, the Committee shall review and ensure that the SALN Forms, prepared by officials and employees of NLP are properly accomplished using the prescribed form and submitted on time.

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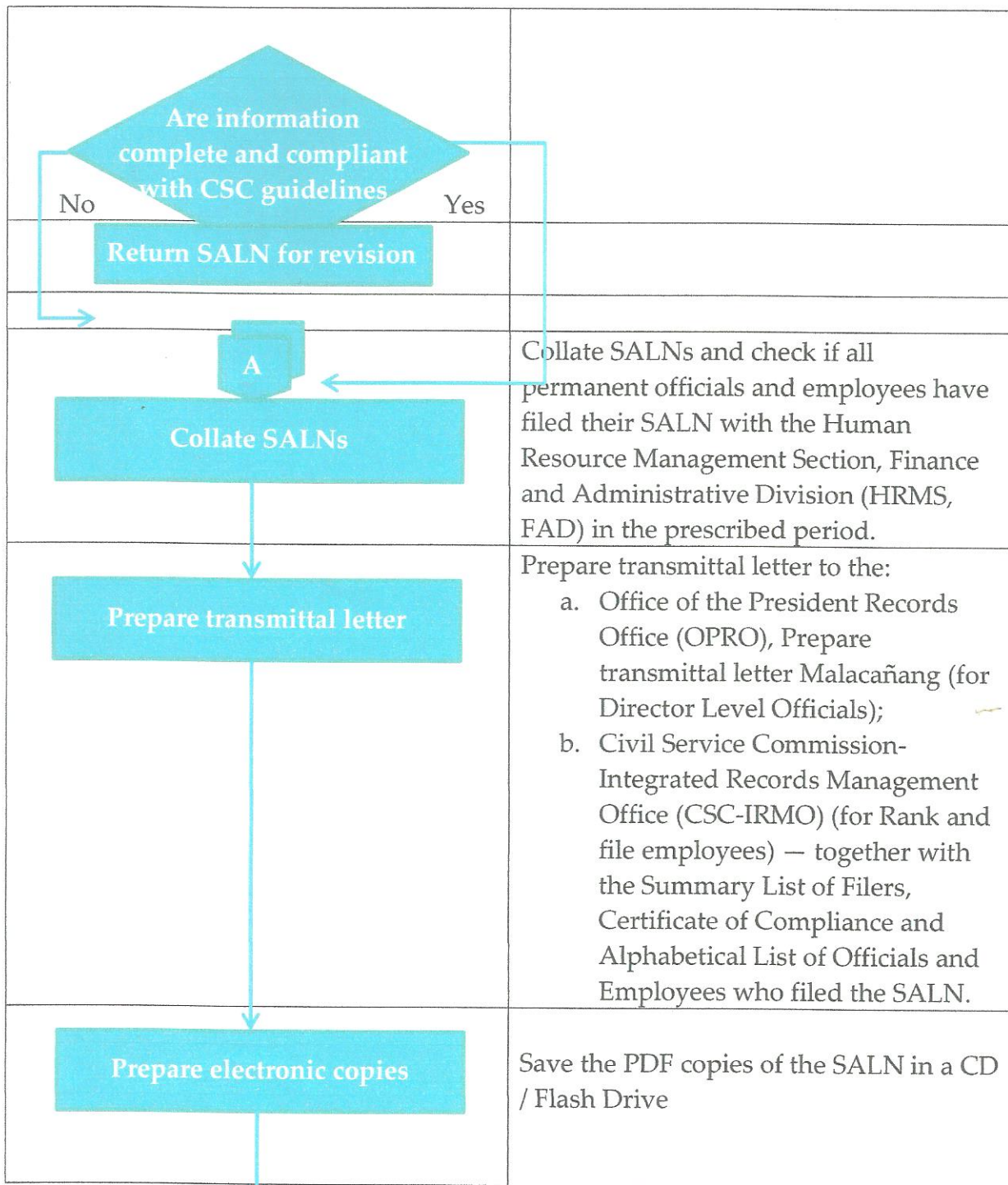
REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

| ACTIVITY | PROCEDURE |
|--|--|
| <p style="text-align: center;">Start</p> <p style="text-align: center;">↓</p> | |
| <p style="text-align: center;">Issue Memorandum on the submission of SALN</p> <p style="text-align: center;">↓</p> | <p>Issue Memorandum on the submission of SALN in three (3) original copies</p> |
| <p style="text-align: center;">Receive and evaluate SALN</p> <p style="text-align: center;">↓</p> | <p>Evaluate the completeness of entries and compliance of the SALN submitted with the Civil Service Commission (CSC) guidelines. Check on the following details:</p> <ul style="list-style-type: none"> • Basic Information • Assets, Liabilities and Net Worth • Real Properties (with exact location) • Personal Properties • Liabilities • Computation of Net Worth • Financial Connections and Business Interests • Relatives in the Government • Signatures (Declarant and Spouse, if applicable) • Certifications (If applicable) • Paginations • Mark with "N/A" for item that are not applicable • Duly notarized (Officials) |



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| | |
|--|---|
| <p style="text-align: center;">Submit / Transmit SALN</p> <p style="text-align: center;">↓</p> | <p>Submit the SALN of officials to the OPRO, Malacañang. Transmit all SALNs of personnel to the CSC-IRMO including the following:</p> <ul style="list-style-type: none"> • Summary of List of Filers (using CSC Form); • Certification of Compliance (using CSC Form); • Receiving copy of transmittal letter to OP of SALN of officials; and, • Soft copy of Summary of List of Filers |
| <p style="text-align: center;">Compile SALNs and receiving copies of transmittal</p> <p style="text-align: center;">↓</p> | <p>Compile the SALNs for records purposes.</p> |
| <p style="text-align: center;">End</p> | |

Prepared by:

Certified Correct:

Maureen C. Terrenal
MAUREEN C. TERRENAL
 Officer-in-Charge, HRMS, FAD

Fe B. Basagre
FE B. BASAGRE
 Chief Administrative Officer, FAD

Noted by:
Cesar Gilbert Q. Adriano
CESAR GILBERT Q. ADRIANO
 Director IV, NLP