



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Finance and Administrative Division
Human Resource Management Section

**Review and Compliance Procedure of Submission of Statement of Assets,
 Liabilities, and Net Worth (SALN)**

FY 2023

ACTIVITY	PROCEDURE
	The head of the agency will issue a memorandum on the submission of SALN in three (3) original copies.
	Official/employee will file their SALN to the HR Section
	Evaluate the completeness of entries and compliance of the SALN submitted with the Civil Service Commission (CSC) guidelines. Check on the following details: <ol style="list-style-type: none"> a. Basic Information b. Assets, Liabilities, and Net Worth (with exact location) c. Personal Properties d. Liabilities e. Computation of Net Worth f. Financial Connections and Business Interests g. Relatives in the Government h. Signatures (Declarant and Spouse, if applicable) i. Certifications (if applicable) j. Paginations k. Mark with "N/A" for item that are not applicable l. Duly notarized (Officials)



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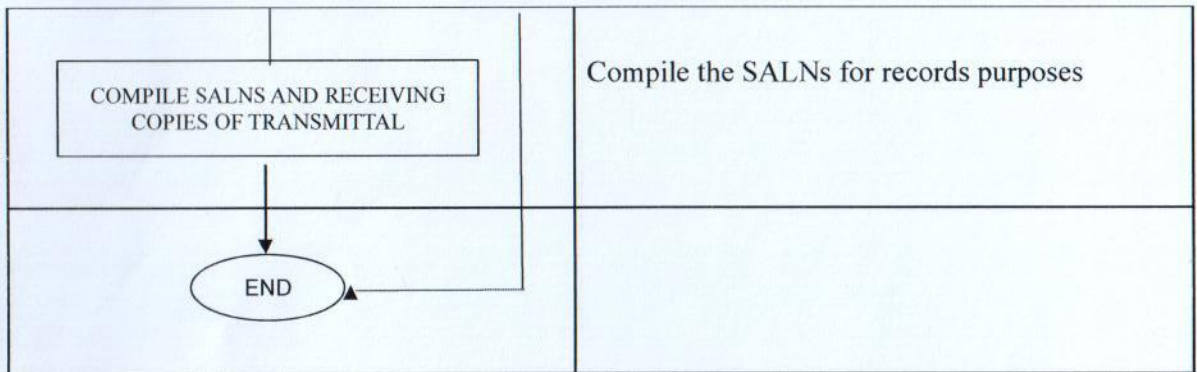
Finance and Administrative Division
Human Resource Management Section

<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">COLLATE SALNs</div>	<p>Collate SALNs and check if all permanent officials and employees have filed their SALN with the Human Resource Management Section, Finance and Administrative Division (HRMS-FAD) in the prescribed period.</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">PREPARE TRANSMITTAL LETTER</div>	<p>Prepare transmittal letters to the:</p> <ol style="list-style-type: none"> a. Office of the President Records Office (OPRO), Prepare transmittal letter Malacanang (for Director Level Officials); b. Civil Service Commission- Integrated Records Management Office (CSC-IRMO) (for Rank and File employees)- together with the Summary of List of Filers, Certificate of Compliance, and Alphabetical List of Officials and Employees who filed the SALN.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">PREPARE ELECTRONIC COPIES</div>	<p>Save the PDF copies of the SALN in a CD/ flash drive</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">SUBMIT/TRANSMIT SALN</div>	<p>Submit the SALN of officials to the OPRO, Malacanang. Transmit all SALNs of personnel to the CSC-HRMO including the following:</p> <ol style="list-style-type: none"> a. Summary List of Filers (using CSC form); b. Certification of Compliance (using CSC Form) c. Receiving copy of transmittal letter to OP of SALN of Officials; and d. Soft copy of Summary of List of Filers



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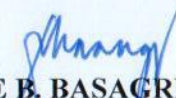
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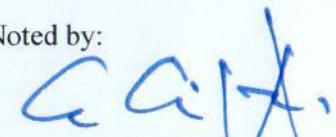
Prepared by:


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Chief Administrative Officer-FAD

Noted by:


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Director IV, NLP