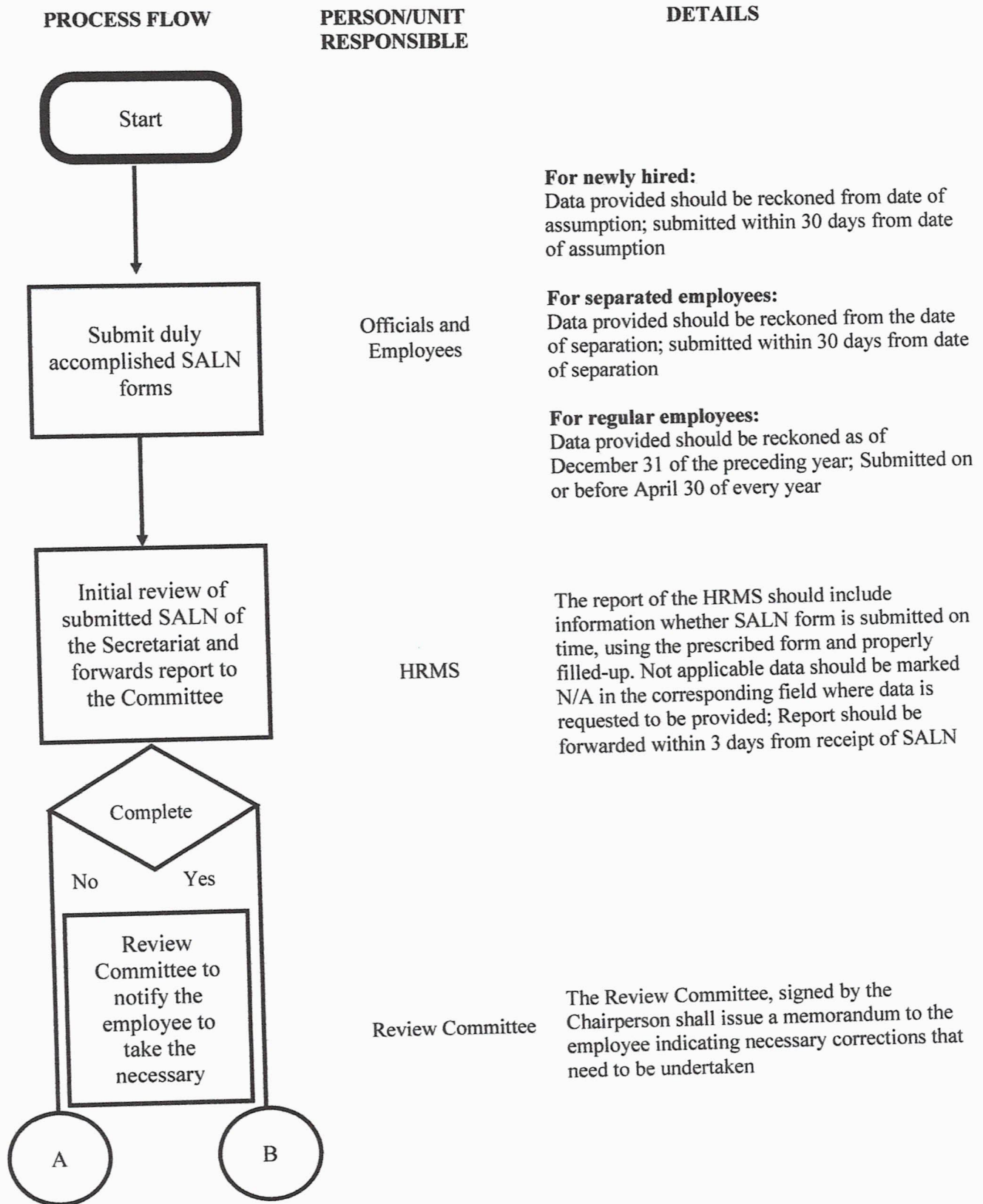




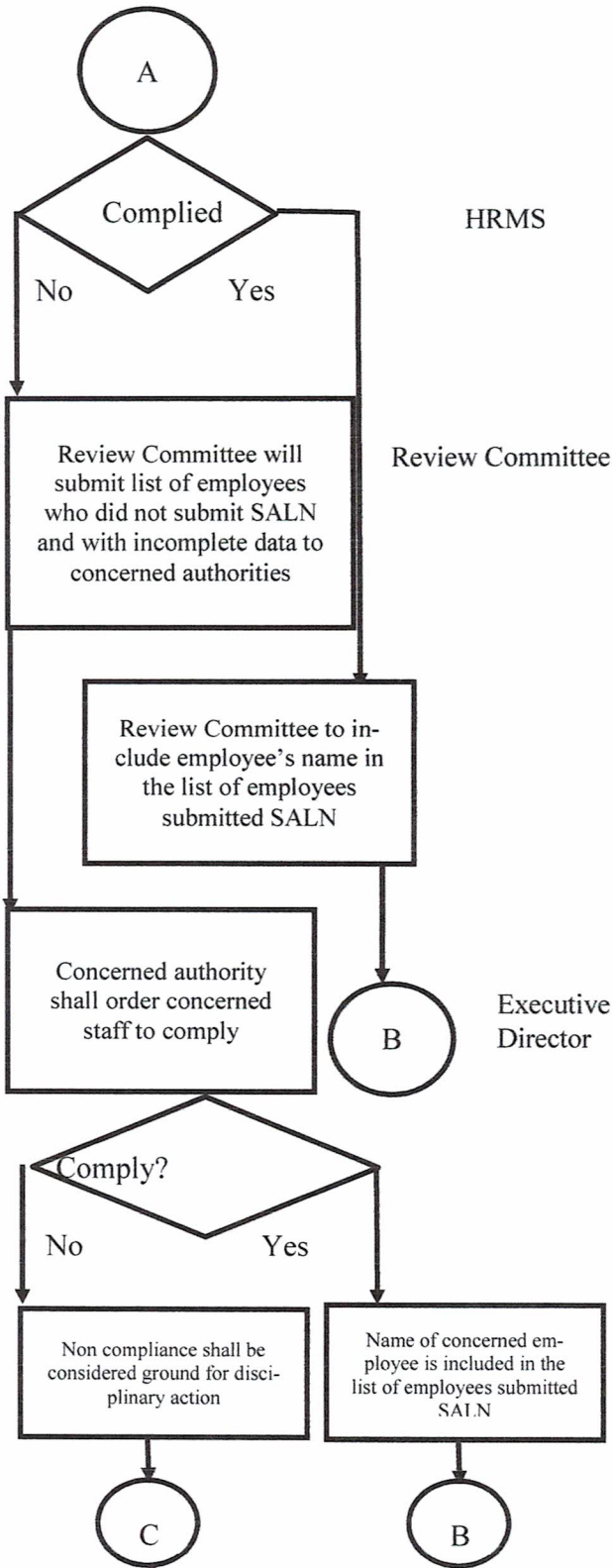
Procedures on the Review and Compliance of SALN



PROCESS FLOW

PERSON/UNIT RESPONSIBLE

DETAILS



HRMS to prepare report of compliance ; within 3 days from the receipt of the required documents

HRMS

Determine if corrective action is done in good faith or not

Review Committee

If done in good faith, the employee will not be subjected to any sanction, but if done in bad faith, the Committee shall report to the concerned authorities for possible sanctions provided in RA 6713

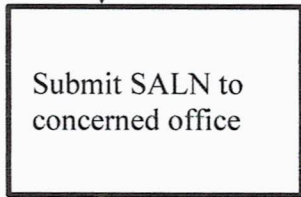
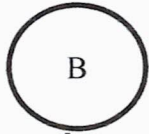
The order shall require those employees with incomplete information to correct/supply required information and those who did not submit to comply within a non-extendable period of 30 days from receipt of order; Order shall be given within 5 days from receipt of the report of the Committee

Executive Director

PROCESS FLOW

PERSON/UNIT RESPONSIBLE

DETAILS

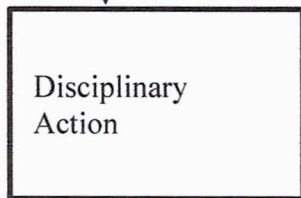
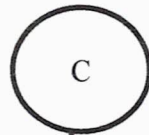
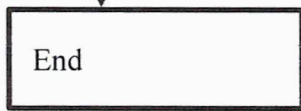


Review Committee

Submit all original copies and soft copies of SALN to the concerned office on or before June 30 of every year.

Submit summary list (alphabetical order) of the following:

- a. Employees who filed
- b. Employees who did not file
- c. Employees who filed but with incomplete information/ used wrong form



Executive Director

The Executive Director shall issue a Show Cause Order to the employee concerned to submit comment/counter affidavit; and if the evidence so warrants proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service and apply the following sanctions:

1st Offense: Suspension for one month and one day to six months

2nd Offense: Dismissal from the service