



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 Regional Office No. VIII  
 Tacloban City

**DOLERO8-ORD-F1**  
 Revision No. 00  
 Date Issued: 11 July 2018

**AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS  
 AND FINANCIAL DISCLOSURES**

KEY STEPS	DETAILS	TIMEFRAME	RESPONSIBLE PERSON
Start			
Issue Memo for submission of SALN	Issue Memo to all employees on the annual submission of SALN and prescribing the appropriate forms to be used.	3 <sup>rd</sup> week of January	Regional Director
Receive duly accomplished SALN		3 <sup>rd</sup> week of January - 2 <sup>nd</sup> week of February	HRMO
Evaluation of submitted SALN	RCC checks for the correctness of the form used and ensures completeness of the required data.	3 <sup>rd</sup> week of February	Review and Compliance Committee (RCC)
Consolidation and preparation of reports	HRMO ensures that all employees have submitted their SALN and prepares reports using the prescribed forms.	1 <sup>st</sup> week of March	HRMO
Submission of SALNs to concerned offices	HRMO ensures that all reports are approved by the RCC for submission to the Office of the Ombudsman and DOLE-HRDS.	2 <sup>nd</sup> week of March	HRMO
Posting in the Transparency Seal	ISA posts in the DOLE-RO8 website the duly received reports from the concerned offices.	3 <sup>rd</sup> week of March	Information System Analyst II (ISA)
File SALN copies	File SALN copies of employees.	3 <sup>rd</sup> week of March	HRMO
End			

Reviewed by:

**MELDY C. MANSANADE**  
 Accountant III / OIC-Head, IMSD

Approved by:

**YAHYA A. CENTI**  
 Regional Director

