



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;">Issue Memorandum on the submission of SALN</p>	<p>Issue Memorandum on the submission of SALN in three (3) copies</p>
<p style="text-align: center;">Receive and evaluate SALN</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 • Asset 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) • Certification(if applicable) • Paginations • Mark with "N/A" for items that are not applicable • Duly Notarized
<p style="text-align: center;">Are information complete and compliant with CSC guidelines?</p> <p style="text-align: left;">No</p> <p style="text-align: right;">Yes</p>	
<p style="text-align: center;">Return SALN for revision</p>	
<p style="text-align: center;">Collate SALNs</p>	<p>Collate SALNs and check all permanent Officials and employees have field their SALN with the Human Resource Management Office (HRMO) in the prescribed period.</p>
<p style="text-align: center;">A</p>	
<p style="text-align: center;">Prepare transmittal letter</p>	<p>Prepare transmittal letter to the:</p> <ol style="list-style-type: none"> a) Office of the President Records Office, Malacañang (Chairperson, Commissioners and Director Level Officials) b) Civil Service Commission-Integrated Records Management Office (CSC-IRMO) (for Rank and file employees) –together



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Human Resource
 Management Office

SALN Review and
 Compliance Procedure
 No. 01 S. 2019



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↓	with the Summary List of Filers, Certificate of Compliance and Alphabetical List of Officials and Employees who filed SALN.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Prepare electronic copies</div> ↓	Save the PDF copies of the SALN in a CD/Flash drive.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Submit/Transmit SALN</div> ↓	Submit the SALN of officials to the OPRO, Malacañang. Transmit all SALNs of personnel to CSC-IRMO including the following: <ul style="list-style-type: none"> • Summary 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 List of Filers
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Compile SALNs and receiving copies of Transmittal</div> ↓	Compile the SALNs for record purposes
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">End</div>	


EVANGELINE ESTEBAN-DE GUIA
 Human Resource Management Officer