



Process Flow: Procedure on the Filing of Statement of Assets, Liabilities and Network (SALN) - Interim

Flow Chart	Responsible Person	Timeline	Applicable Policies / Instruction	Forms Used
	Current employees	end of February of each year		
	New employees	within 5 days upon assumption to post	Section 8 of RA No. 6713 Section 7 of RA No. 3019	SALN Form (Civil Service Commission (CSC) MC. No. 3, s.2015)
	Separated employees	15 days after separation from the office		
	Secretariat - Legal Service(LS) / Administrative Service(AS)	5 minutes/document	CSC MC 3, s. 2013	
	Review and Compliance Committee (RCC)	2 hours/document		
	RCC	5 minutes/document		
	RCC	5 minutes	Special Order No. 83-2013	
	RCC	5 minutes		
	Disciplining Authority			
	Employee	30 days from receipt of the Order	RA 6713	
	Disciplining authority	within 5 days from the lapse of the 30-day grace period		
	Administering Officer	30 minutes		
	Secretariat (LS/AS)	2 hours		
	Secretariat (LS/AS)	5 minutes		
	HRD	after submission of copy to CSC and OP		<ul style="list-style-type: none"> • Certification of Summary of List of Filers for signature of the Review and Compliance Committee (RCC); • Matrix of Summary List of Filers with the following information: name of employee, Taxpayer Identification Number (TIN), position, network • Summary list of employees, in alphabetical order, who: 1) filed their SALNs with complete data; and 2) who did not file their SALNs • SALN of officials and employees