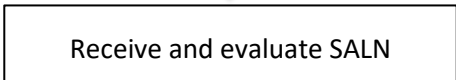
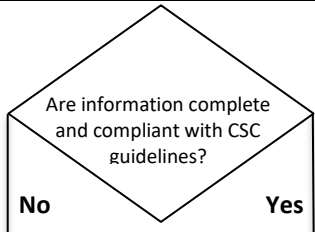
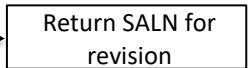
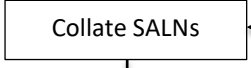




**REVIEW AND COMPLIANCE PROCEDURE OF  
 STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

ACTIVITY	PROCEDURE
	
	Issue Memorandum on the submission of SALN in three (3) copies
	Evaluate the completeness of entries and compliance of the SALN submitted with the Civil Service Commission (CSC) guidelines. Check on the following details: <ul style="list-style-type: none"> <li>• Basic information</li> <li>• Asset Liabilities and net Worth</li> <li>• Real Properties (with exact location)</li> <li>• Personal Properties</li> <li>• Liabilities</li> <li>• Computation of Net worth</li> <li>• Financial Connections and Business Interests</li> <li>• Relatives in the Government</li> <li>• Signatures (Declarant and Spouse, if applicable)</li> <li>• Certifications (if applicable)</li> <li>• Paginations</li> <li>• Mark with "N/A" for items that are not applicable</li> <li>• Duly Notarized</li> </ul>
	
	
	Collate SALNs and check if all permanent Officials and employees have filed their SALN with the Human Resource Management Office (HRMO) in the prescribed period.
	



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**HUMAN RESOURCE  
 MANAGEMENT UNIT**

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Republic of the Philippines  
**Philippine Merchant Marine Academy**  
 San Narciso, Zambales



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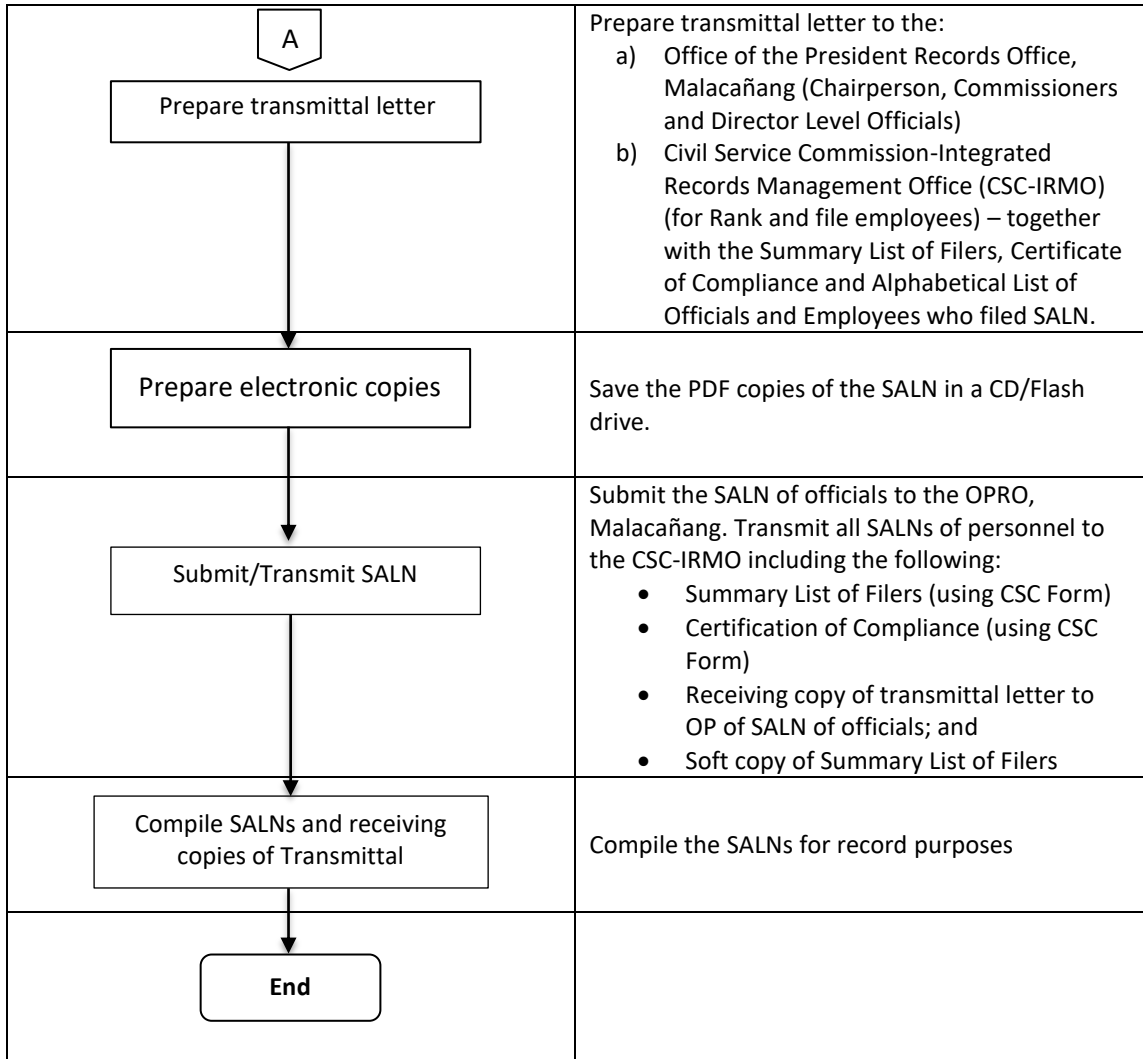
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