

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

NO	CLIENT	ACTIVITY	DETAILS	DURATION	PERSON-IN-CHARGE
		START ↓			
1	All NSC Officials and Employees	CALL FOR SUBMISSION ↓	Annual submission of SALN (as of 31 December of previous year) by ALL employees	<i>Issuance of call:</i> At the start of the year	HRDS Review and Compliance Committee (RCC)
2	HRDS RCC	FILING OF SALN ↓	1. Accomplished in 3 Copies 2. Signed in blue ink 3. Must be complied with by ALL NSC employees regardless of whether declarant is on leave of absence, for e.g. maternity, scholarship, sick, vacation, etc. or on absence without leave (AWOL) during the compliance period	<i>Deadline of submission to HRDS for review:</i> 31 March of every year	All NSC Officials and Employees
3	All NSC Officials and Employees	RECEIPT AND EVALUATION OF SALN ↓	The following should be complied with: 1. Fill-up all applicable information; otherwise, marked as N/A 2. A declarant who has no business interests and/or relatives in the government shall tick off the box indicating such information and not write "N/A" in the available blanks 3. In case the signature of spouse cannot be secured, an explanation for the purpose should be attached 4. Additional sheets may be used provided that each page contains: printed name and signature of declarant, and proper pagination 5. Any or all changes/revisions in the SALN forms shall only be made by the declarants and shall bear his/her initials	Evaluation shall be performed upon receipt	HRDS

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4	All NSC Officials and Employees	ADMINISTRATION OF OATH	May be done by: 1. Notary Public 2. Delegated NSC Official	Once the accomplished SALN form has been complied with based on the aforementioned guidelines	NSC Delegated Authority HRDS (for facilitation and monitoring)
5	RCC Committee	SUBMISSION OF STATUS REPORT ON SALN COMPLIANCE	The report (to be submitted by HRDS to the RCC) shall contain the following list of employees who: a. Filed with complete entries b. Filed but with incomplete entries c. Did not file their SALN	On or before 15 April of every year	HRDS
	All NSC Officials and Employees	ACTION OF THE SALN COMMITTEE TO THE STATUS REPORT	The Committee shall review the report and issue a Show-Cause Order to employees as necessary. The employee/s must likewise comply within 3 days upon receipt of the memo.	Deadline of compliance (by employee/s): within 3 days upon receipt of the memo	RCC HRDS
6	Civil Service Commission and Office of the President	SUBMISSION OF THE SALN TO CSC AND OP	Submission of the submitted SALNs with list and number of personnel who complied.	On or before June 30 of every year	RCC HRDS
7	National Security Council	ACKNOWLEDGEMENT OF CSC AND OP	Submitted SALNs shall likewise be acknowledged by the CSC and OP		Civil Service Commission Office of the President HRDS (for monitoring and coordination)

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