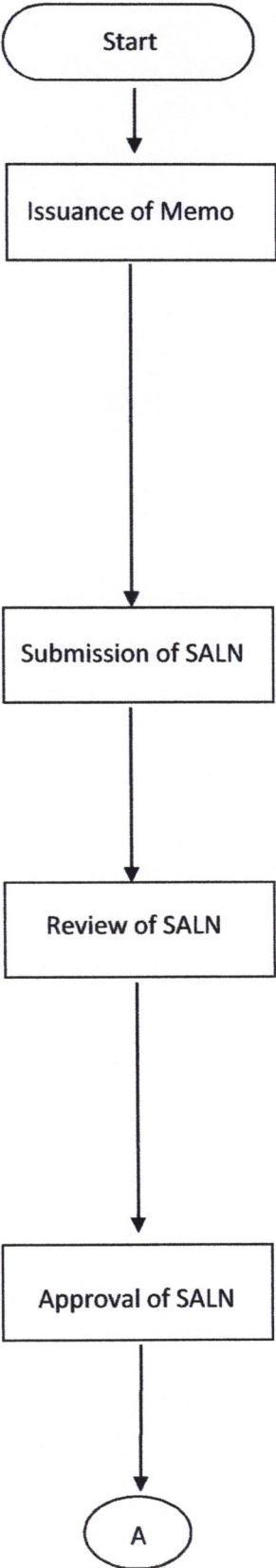




PROCESS FLOW ON THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Activities	Person Responsible	Details
 <pre>graph TD; Start([Start]) --> Issuance[Issuance of Memo]; Issuance --> Submission[Submission of SALN]; Submission --> Review[Review of SALN]; Review --> Approval[Approval of SALN]; Approval --> A((A));</pre>	<p>SALN Review and Compliance Committee</p> <p>All Employees</p> <p>SALN Review and Compliance Committee</p> <p>Chief Administrative Officer</p>	<ul style="list-style-type: none">• Issue memo not later than 15th of January of the current year for the submission of SALN form as of 31 December of the preceding year.• The memo contents the following:<ul style="list-style-type: none">➢ Where to secure form➢ Date of Submission➢ Frequently asked questions on how to fill-out the SALN Form• Submit the fully accomplished SALN form to the HRMS or the SALN Compliance Committee Secretariat as per prescribed deadline at the issued memo• Initial check the SALN form if properly filled out;• Review and evaluate the contents of the SALN as per the Guidelines in the Filling Out of the SALN form;• Initial/clear for the Chair of the Review and Compliance Committee;• Approve/sign the Accomplished SALN forms

