



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
MIMAROPA REGION



MEMORANDUM No. IMSD - 20-1-29-01-A

TO : All Employees
This Office

FROM : 
ALBERT E. GUTIB
OIC Regional Director

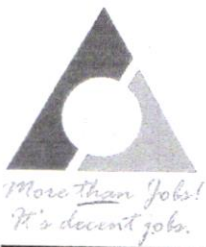
SUBJECT : DOLE MIMAROPA Review and Compliance Procedure of
Statement and Financial Disclosure

DATE : January 29, 2020

In the interest of the service and to ensure timely submission of Statement of Assets, Liabilities and Net worth (SALN), a review and compliance procedure is hereby adopted.

Attached is the DOLE MIMAROPA Review and Compliance Procedure of Statement and Financial Disclosure for your information and guidance.

Thank you.



**DOLE MIMAROPA REVIEW AND COMPLIANCE PROCEDURE OF
STATEMENT AND FINANCIAL DISCLOSURE**

Steps/Procedures	Responsible Division/Person	Timeline
1. Instruct the employees thru issuance of Memorandum on the submission of duly accomplished Statement of Assets, Liabilities and Networth (SALN).	IMSD/HRMO	End of January 2020
2. Receipt of duly accomplished SALN.	IMSD/HRMO	On or before February 24, 2020
3. Review and evaluation of submitted SALN.	SALN Review and Compliance Committee	2 nd week of March 2020
4. Prepare the list of filers and other required documents for submission to Office of the Ombudsman.	HRMO	3 rd week of March 2020
5. Review of the list of filers and other required documents for submission to Office of the Ombudsman.	SALN Review and Compliance Committee	3 rd week of March 2020
6. Approve the list of filers and other required documents for submission to Office of the Ombudsman.	Head of Agency	Last week of March 2020
7. Submit the duly accomplished SALN and other required documents to Office of the Ombudsman.	IMSD/HRMO	Last week of March 2020
8. File records.	IMSD/HRMO	

Prepared by:


ROSEMARIE E. CAMPOS
Acting IMSD Chief

Approved by:


ALBERT E. GUTIB
OIC Regional Director