




Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
MIMAROPA REGION



MEMORANDUM /MSD-21-04-07-02

TO : All Employees
This Office

FROM : 
ATTY. JOFFREY M. SUYAO
Regional Director

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

DATE : 25 January 2021

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 Net worth (SALN).	IMSD/HRMO	End of January 2021
2. Receipt of duly accomplished SALN.	IMSD/HRMO	On or before February 15 2021
3. Review and evaluation of submitted SALN	SALN Review and Compliance Committee	2 nd Week of March 2021
4. Prepare the list of filers and other required documents for submission to Office of the Ombudsman.	HRMO	3 rd Week of March 2021
5. Review of the list of filers and other required documents for submission to Ombudsman.	SALN Review and Compliance Committee	3 rd Week of March 2021
6. Approve the list of fillers and other required documents for submission to Office of the Ombudsman.	Head of Agency	Last week of March 2021
7. Submit the duly accomplished SALN and other required documents to office of the Ombudsman.	IMSD/HRMO	Last week of March 2021
8. File records.	IMSD/HRMO	

Prepared by:


ROSEMARIE C. HUPANDA
 Acting IMSD Chief

Approved by:


ATTY JOFFREY M. SUYAO
 Regional Director