



**AGENCY REVIEW AND COMPLIANCE PROCEDURE  
FOR SUBMISSION ON STATEMENT OF ASSETS, LIABILITIES  
AND NET WORTH (SALN)**

**I. Purpose**

This is to prescribe the procedures for the submission, review, and compliance of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of all regular employees of the Philippine Statistics Authority Regional Statistical Services Office (PSA RSSO) – Davao Region in compliance to CSC Memorandum Circular No. 04 s. 2016, and the PSA RSSO-Davao Region Review and Compliance Committee which was established under Special Order No. 2022-02RSSO11-0225 dated 16 February 2022.

The Review and Compliance Committee (RCC) on SALN is composed of the following:

Chairman:	Ruben D. Abaro, Jr., CESE Regional Director
Members:	Imelda A. Agustin Chief Administrative Officer Civil Registration and Administrative Support Division  Ma. Leah C. Magracia Officer-in-Charge (Supervising Statistical Specialist) Statistical Operations and Coordination Division
Secretariat:	Lilia A. Talarde Administrative Officer IV  Christelle Angela S. Durano Administrative Assistant II

**I. Procedure Details**

PSA officials and regular employees are required to submit three (3) copies of their SALNs on or before the deadline set during the Regional Planning Workshop, through the Human Resource. This information is cascaded to all employees during the Division/Provincial Planning Workshop. If necessary, an email reminder is being sent by the Civil Registration and Administrative Support Division (CRASD) to all provinces and divisions. This submission is also monitored in the Google Sheet Monitoring of all provinces/division. The HR Officers of each division/province shall monitor the submission of all officials/employees.

All regular employees are enjoined to completely and properly fill out all the applicable information or details in their respective SALN forms. Those which are not applicable should be marked "N/A" (Not Applicable).

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Upon receiving the SALN forms, the PSA RSSO-Davao Region SALN RCC shall do a cursory review to evaluate and to determine whether the said statements have been properly accomplished. The designated HR Staff shall check the following:

- Complete personal information of the declarant (e.g., name, spouse, children, business interests/financial connections and relatives in the government service);
- Date of filing;
- Pagination;
- Signature of the declarant and the co-declarant;
- Proper type of filing;
- Proper form used (Updated SALN Form);
- Proper classification of properties (Real or personal property);
- Details of the properties (Exact location, declaration of the assessed value/current fair market value, and the mode of acquisition);
- Amount indicated for the properties (e.g., if it is a donation of inheritance, there must be no amount declared for the acquisition cost); and
- Computation for the total assets, liabilities and net worth.

In the event that there are incomplete and/or improperly filled out SALN forms, it shall be indicated in the form and must be returned to the employee for revision/proper filing. The HR Officer shall indicate in the form the deadline for the employee to re-submit the SALN.

If the SALN is already in proper form, it shall be forwarded to the Regional Director to administer oath. The sworn SALNs shall be returned to the HRD for inclusion of the name of filers in the Summary List of Filers.

Upon receipt of the Sworn SALN, the HR Officer shall prepare the following:

- Summary List of Filers;
- Summary List of Non-Filers;
- Certification to be signed by the PSA RSSO-Davao Region SALN RCC Chairperson who attests that the SALNs in the Summary List of Filers are reviewed and found compliant;
- Scan the original copies of Sworn SALNs and save the same to a flash drive;
- Prepare transmittal letters to the repository agencies; and
- Prepare Certification Letter to be signed by the PSA RSSO-Davao Region SALN RCC Chairperson and members which attest that SALNs submitted are reviewed and found compliant.

The SALN-related documents shall be endorsed by the HR Officer to the PSA RSSO-Davao Region SALN RCC for signature.

Once the documents are approved by the Regional Director, the PSA RSSO-Davao Region SALN RCC through HRD shall facilitate the submission of SALNs and the

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related documents to the following repository agencies on or before the 1<sup>st</sup> of March or on the prescribed deadline by the repository agencies.

For PSA RSSO-Davao Region Employees – Office of the Ombudsman

- Transmittal Letter
- Original and electronic copies of the SALNs; and
- Certification by the Regional Director attesting that SALNs submitted electronically are faithful reproductions of the original.

The PSA RSSO-Davao Region SALN RCC shall return one copy of the Sworn SALN to the concerned filer and the other copy shall be kept by HRD in the 201 File of the concerned employee.

**RUBEN D. ABARO, JR., CESE**  
Regional Director



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