



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Office of the Director

MEMORANDUM ORDER NO. JET- 08

TO : **All Officials and Permanent Employees**
This Office

FROM : **CESAR GILBERT Q. ADRIANO**
Director IV

SUBJECT : **Filing of Statement of Assets, Liabilities
and Net Worth (SALN) as of December 31, 2021**

DATE : January 27, 2022

Pursuant to Rule VII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713), all officials and permanent employees are hereby directed to file in triplicate copies your **Statement of Assets, Liabilities and Net Worth** as of December 31 2021.

Furthermore, the authority to administer oath is hereby delegated to **Ms. Fe B. Basagre**, Chief, Finance and Administrative Division.

All Division Chief/OIC are directed to ensure that all their respective staff submitted their SALN. Submission must be made as a Division to the Human Resource Management Section on or before **February 28, 2022**.

In addition, to implement the provision of R.A. 6713 on reviewing and complying with SALN requirement to determine whether said statements have been submitted on time, are complete, and are in proper form, the **SALN Review and Compliance Committee** is hereby created with the following composition:

Chairperson / Alternate: Cesar Gilbert Q. Adriano
Director IV

Fe B. Basagre (Alternate)
Chief Administrative Officer

Member: Kathrina Liza M. Mano
Head, HRM Section

For information and strict compliance.

Cc: HRM Section
NLP Resident Auditor





Republic of the Philippines
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Finance and Administrative Division
Human Resource Management Section

**Review and Compliance Procedure of Submission of Statement of Assets,
 Liabilities, and Net Worth (SALN)**

FY 2021

ACTIVITY	PROCEDURE
	The head of the agency will issue a memorandum on the submission of SALN in three (3) original copies.
	Official/employee will file their SALN to the HR Section
	Evaluate the completeness of entries and compliance of the SALN submitted with the Civil Service Commission (CSC) guidelines. Check on the following details: <ol style="list-style-type: none"> a. Basic Information b. Assets, Liabilities, and Net Worth (with exact location) c. Personal Properties d. Liabilities e. Computation of Net Worth f. Financial Connections and Business Interests g. Relatives in the Government h. Signatures (Declarant and Spouse, if applicable) i. Certifications (if applicable) j. Paginations k. Mark with "N/A" for item that are not applicable l. Duly notarized (Officials)



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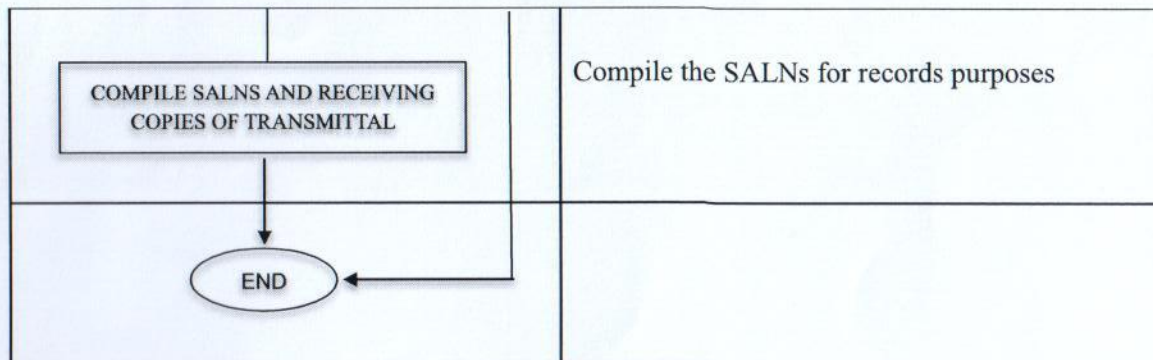
Finance and Administrative Division
Human Resource Management Section

	<p>Collate SALNs and check if all permanent officials and employees have filed their SALN with the Human Resource Management Section, Finance and Administrative Division (HRMS-FAD) in the prescribed period.</p>
	<p>Prepare transmittal letters to the:</p> <ol style="list-style-type: none"> a. Office of the President Records Office (OPRO), Prepare transmittal letter Malacanang (for Director Level Officials); b. Civil Service Commission- Integrated Records Management Office (CSC-IRMO) (for Rank and File employees)- together with the Summary of List of Filers, Certificate of Compliance, and Alphabetical List of Officials and Employees who filed the SALN.
	<p>Save the PDF copies of the SALN in a CD/ flash drive</p>
	<p>Submit the SALN of officials to the OPRO, Malacanang. Transmit all SALNs of personnel to the CSC-HRMO including the following:</p> <ol style="list-style-type: none"> a. Summary List of Filers (using CSC form); b. Certification of Compliance (using CSC Form) c. Receiving copy of transmittal letter to OP of SALN of Officials; and d. Soft copy of Summary of List of Filers



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Prepared by:

KATHRINA LIZA M. MAÑO
Officer-in-Charge, HRMS-FAD

Certified Correct:

FE B. BASAGRE
Chief Administrative Officer-FAD

Noted by:

CESAR GILBERT Q. ADRIANO
Director IV, NLP