



**Republic of the Philippines**  
**NATIONAL LIBRARY OF THE PHILIPPINES**  
*Finance and Administrative Division*  
*Human Resource Management Section*

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

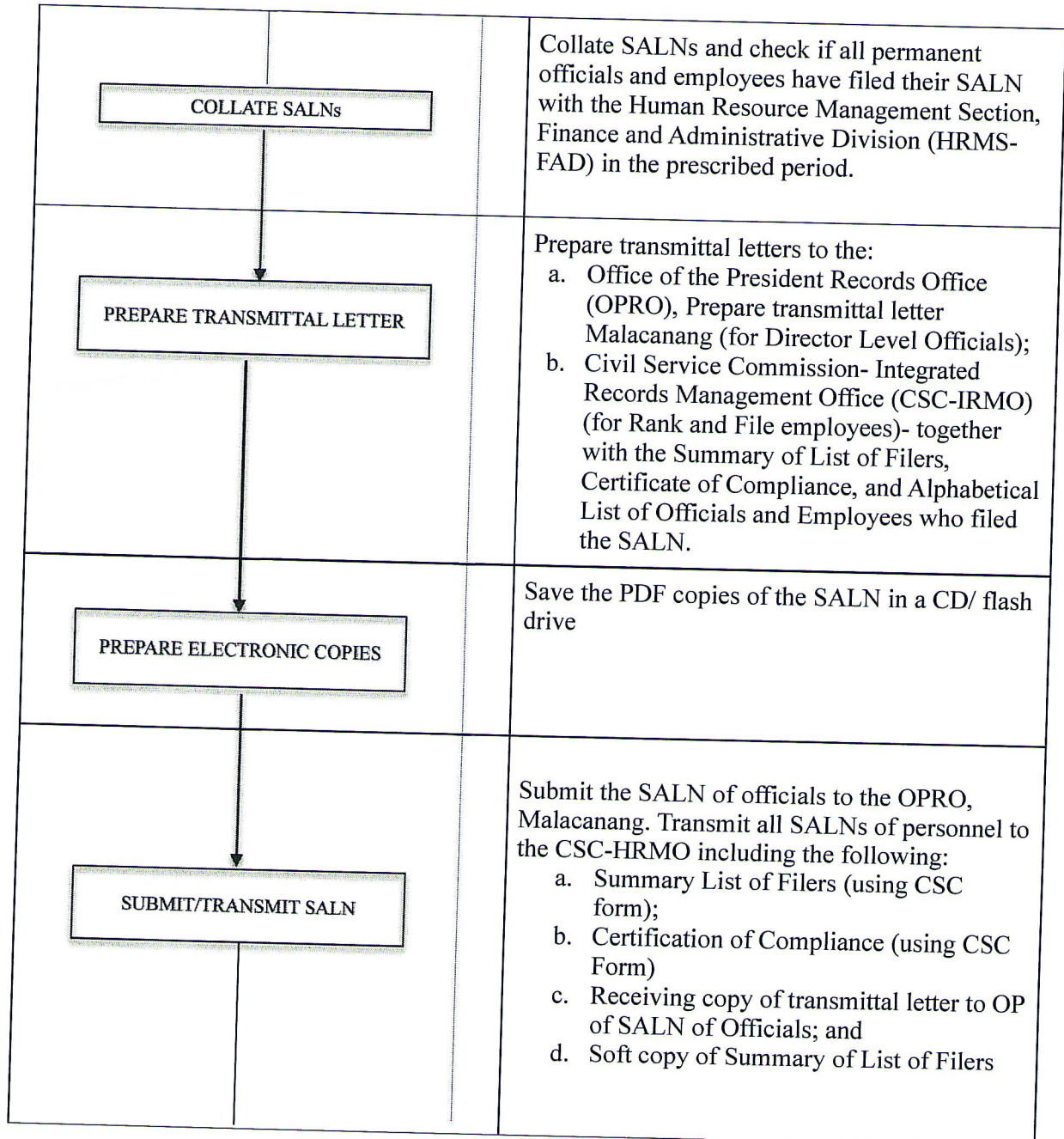
**FY 2022**

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"> <li>a. Basic Information</li> <li>b. Assets, Liabilities, and Net Worth (with exact location)</li> <li>c. Personal Properties</li> <li>d. Liabilities</li> <li>e. Computation of Net Worth</li> <li>f. Financial Connections and Business Interests</li> <li>g. Relatives in the Government</li> <li>h. Signatures (Declarant and Spouse, if applicable)</li> <li>i. Certifications (if applicable)</li> <li>j. Paginations</li> <li>k. Mark with "N/A" for item that are not applicable</li> <li>l. Duly notarized (Officials)</li> </ol>



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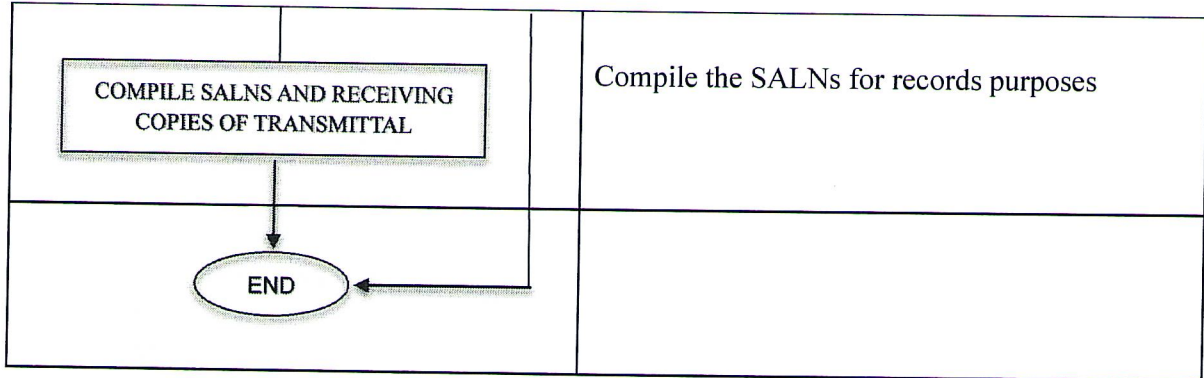
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