PROCESS FLOW ON THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH A ND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Flow Process	Person Responsible	Details
Start		
Submit SALN	PTRI Officials and Employees	• Accomplish SALN Form (Revised 2015) by filing in all applicable information and/or made a true and detailed statements in their SALNs • Submit SALN under oath to Secretariat SALN Review and Compliance Committee every 15th day of March and year thereafter
Receive SALN	Secretariat, SALN Review and Compliance Committee	• Monitor submission • Receive submission • Check completeness of data
Review of SALN	SALN Review and Compliance Committee	• Evaluate the SALN to determine whether said statements have been properly accomplished • Check applicable information or details indicated by the filer • Check items nor applicable are marked N/A (not applicable) • Initial/clear for the Director Prepare the following: 1. List of employees who filed SALNs with complete data 2. List of employees who filed SALNs but with incomplete data, and 3. List of employees who did not filed SALNs 4. Certification of Summary List of Filers reviewed and found complaint and duly signed by the Review and Compliance Committee 5. Cover letter to CSC re submission of SALN
Approval of SALN	Director	• Approve/sign the accomplished SALN. Summary List of Filers (with complete data, incomplete data and of those who did not filed)
Submission of SALN	Human Resources & Records Management Section (HRRMS) SALN Review and Compliance Committee	• Submit on or before 30 April 2021 and year thereafter the following to CSC. 1. Under oath and list of employees who filed SALNs with complete data 2. List of employees who filed SALNs but with incomplete data; and 3. List of employees who did not filed SALNs 4. Certification of Summary List of Filers reviewed and found compliant and duly signed by the Review and Compliance Committee
Posting of SALN information to the PTRI Website	Planning and ICT Staff (PICTS)	• Post the following: 1. List of employees who filed SALNs with complete data 2. List of employees who filed SALNs but with incomplete data; and 3. List of employees who did not filed SALNs 4. Certification of Summary List of Filers reviewed and found compliant and duly signed by the Review and Compliance Committee.
End		