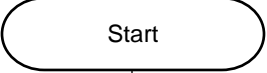
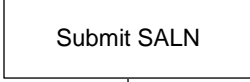
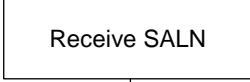
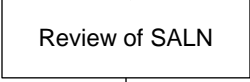
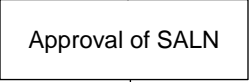
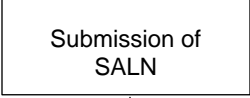
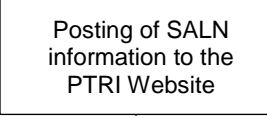


**PROCESS FLOW ON THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS**

Flow Process	Person Responsible	Details
		
	PTRI Officials and Employees	<ul style="list-style-type: none"> <li>• Accomplish SALN Form (Revised 2015) by filing in all applicable information and/or made a true and detailed statements in their SALNs</li> <li>• Submit SALN under oath to Secretariat SALN Review and Compliance Committee every 15<sup>th</sup> day of March and year thereafter</li> </ul>
	Secretariat, SALN Review and Compliance Committee	<ul style="list-style-type: none"> <li>• Monitor submission</li> <li>• Receive submission</li> <li>• Check completeness of data</li> </ul>
	SALN Review and Compliance Committee	<ul style="list-style-type: none"> <li>• Evaluate the SALN to determine whether said statements have been properly accomplished</li> <li>• Check applicable information or details indicated by the filer</li> <li>• Check items not applicable are marked N/A (not applicable)</li> <li>• Initial/clear for the Director</li> <li>• Prepare the following:               <ol style="list-style-type: none"> <li>1. List of employees who filed SALNs with complete data</li> <li>2. List of employees who filed SALNs but with incomplete data; and</li> <li>3. List of employees who did not filed SALNs</li> <li>4. Certification of Summary List of Filers reviewed and found compliant and duly signed by the Review and Compliance Committee</li> <li>5. Cover letter to CSC re: submission of SALN</li> </ol> </li> </ul>
	Director	<ul style="list-style-type: none"> <li>• Approve/sign the accomplished SALN, Summary List of Filers (with complete data, incomplete data and of those who did not filed)</li> </ul>
	Human Resource & Records Management Section (HRRMS) SALN Review and Compliance Committee	<ul style="list-style-type: none"> <li>• Submit on or before 30 April 2019 and year thereafter the following to CSC:               <ol style="list-style-type: none"> <li>1. Under oath and list of employees who filed SALNs with complete data</li> <li>2. List of employees who filed SALNs but with incomplete data; and</li> <li>3. List of employees who did not filed SALNs</li> <li>4. Certification of Summary List of Filers reviewed and found compliant and duly signed by the Review and Compliance Committee</li> </ol> </li> </ul>
	Planning and ICT Staff (PICTS)	<ul style="list-style-type: none"> <li>• Post the following:               <ol style="list-style-type: none"> <li>1. List of employees who filed SALNs with complete data</li> <li>2. List of employees who filed SALNs but with incomplete data; and</li> <li>3. List of employees who did not filed SALNs</li> <li>4. Certification of Summary List of Filers reviewed and found compliant and duly signed by the Review and Compliance Committee</li> </ol> </li> </ul>
