



Republic of the Philippines
Department of Health
BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER
Baguio City

REVIEW AND COMPLIANCE PROCEDURE FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

RESPONSIBLE PERSONNEL / OFFICE / UNIT	PROCEDURE	NORMAL PROCESSING TIME/DATE
HRMO	Preparation/issuance of memorandum to officials and employee on the filling /submission of Statements of Assets, Liabilities and Net worth (SALN) form	2 days (1 st working week of January of every year)
Officials and Employees	Filling / submission of accomplished SALN forms to the Human Resource Management Office (HRMO)	2 days (on or before March 31 of each year)
HRMO	Reviewing, compilation and recording of accomplished SALN forms of officials and employees	1 day (on or before March 31 of each year)
HRMO	Review/evaluation of submitted SALN forms to determine whether statements have been properly accomplished.	1 day (on or before March 31 of each year)
HRMO	Submission of List of Employees (in alphabetical order) who (a) filed their SALN forms with complete data; (b) filed their SALN forms with incomplete data; and (c) did not file their SALN forms to the Medical Center Chief and BGHMC Review and Compliance Committee, copy furnished the Civil Service Commission(CSC) on or before May 15 of every year.	15 days (on or before May 15 of each year)
BGHMC-RCC	Deliberation on SALN	1 day
HRMDO/BGHMC-RCC	Issuance of Compliance Order requiring employees who have incomplete data in their SALN forms to correct /supply the needed information, and those who did not file / submit their SALN forms to comply within a non -extendible period of thirty (30) days from receipt of the said order.	2 days
BGHMC-RCC	Issuance of the Show-cause Order directing an official or employee concerned to submit his/her comment or counter-affidavit for failure to comply with said Compliance Order	2 days
BGHMC –RCC	Conduct of administrative proceedings, if so warranted and based on evidence, pursuant to the Revised Rules on Administrative Cases in the Civil Service Rules on Administrative Cases in the Civil Service (RRACCS) of CSC Resolution No. 1101502 dated November 8,2011.	14 days
HRMO	Preparation and submission of various reports to the CSC in compliance with related circulars for SALN (e.g. , Summary List of Filers, certifications, etc.)	1 day (on or before May 15 of every year)
HRMO	Submission of original copies of SALNs to the office of the Deputy Ombudsman for Luzon	1 day (on or before May 15 of every year)
HRMO	Filing of the duplicate copies of the SALN forms at the HRMO	5 days
TOTAL		120 days or 4 months

Approved by:


PRISCILLA P. GALISTE, MPA
Chair, BGHMC Review and Compliance Committee



Republic of the Philippines
Department of Health
BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER
Baguio City

REVIEW AND COMPLIANCE PROCEDURE FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

RESPONSIBLE PERSONNEL / OFFICE/ UNIT	PROCEDURE	NORMAL PROCESSING TIME/DATE
HRMO	Preparation/issuance of memorandum to officials and employee on the filling /submission of Statements of Assets, Liabilities and Net worth (SALN) form	2 days (1 st working week of January of every year)
Officials and Employees	Filling / submission of accomplished SALN forms to the Human Resource Management Office (HRMO)	2 days (on or before March 31 of each year)
HRMO	Reviewing, compilation and recording of accomplished SALN forms of officials and employees	1 day (on or before March 31 of each year)
HRMO	Review/evaluation of submitted SALN forms to determine whether statements have been properly accomplished.	1 day (on or before March 31 of each year)
HRMO	Submission of List of Employees (in alphabetical order) who (a) filed their SALN forms with complete data; (b) filed their SALN forms with incomplete data; and (c) did not file their SALN forms to the Medical Center Chief and BGHMC Review and Compliance Committee, copy furnished the Civil Service Commission(CSC) on or before May 15 of every year.	15 days (on or before May 15 of each year)
BGHMC-RCC	Deliberation on SALN	1 day
HRMDO/BGHMC-RCC	Issuance of Compliance Order requiring employees who have incomplete data in their SALN forms to correct /supply the needed information, and those who did not file / submit their SALN forms to comply within a non -extendible period of thirty (30) days from receipt of the said order.	2 days
BGHMC-RCC	Issuance of the Show-cause Order directing an official or employee concerned to submit his/her comment or counter-affidavit for failure to comply with said Compliance Order	2 days
BGHMC –RCC	Conduct of administrative proceedings, if so warranted and based on evidence, pursuant to the Revised Rules on Administrative Cases in the Civil Service Rules on Administrative Cases in the Civil Service (RRACCS) of CSC Resolution No. 1101502 dated November 8,2011.	14 days
HRMO	Preparation and submission of various reports to the CSC in compliance with related circulars for SALN (e.g. , Summary List of Filers, certifications, etc.)	1 day (on or before May 15 of every year)
HRMO	Submission of original copies of SALNs to the office of the Deputy Ombudsman for Luzon	1 day (on or before May 15 of every year)
HRMO	Filing of the duplicate copies of the SALN forms at the HRMO	5 days
TOTAL		120 days or 4 months

Approved by:


PRISCILLA P. GALISTE, MPA
 Chair, BGHMC Review and Compliance Committee



Republic of the Philippines
Department of Health
BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER

Baguio City
Tel/ No. (074) 661-7923/32 loc 219; Fax No. (074) 442-3809



Summary List of Filers
Statement of Assets, Liabilities and Net worth
Calendar Year 2018

CERTIFICATION

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review was made in accordance with the review and compliance procedure in the filing and submission of the SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on April 23, 2018.


PRISCILLA P. GALISTE, MPA
Chief Administrative Officer
Chairperson


VILMA D. MOLTIO, MPA
Supervising Administrative Officer
Member


ROBERT R. OBLIGADO
Computer Maintenance Technician II
Member



HOSPITAL ORDER

No. 2018-0302

SUBJECT : CREATION OF REVIEW AND COMPLIANCE COMMITTEE

Pursuant to Civil Service Commission Resolution No. 1300455 promulgated on March 4, 2013, a Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN) is hereby created to be composed of the following:

Chair	PRISCILLA P. GALISTE Chief Administrative Officer
Members	VILMA O. MOLTIO Supervising Administrative Officer
	ROBERT R. OBLIGADO Computer Maintenance Technologist II

The Review and Compliance Committee is designated and authorized by the undersigned to perform the following:

1. Received the SALN and to evaluate if the same has been submitted on time, complete and in proper form;
2. Prepare a list of the employees, in alphabetical order, to the undersigned, copy furnished the Civil Service Commission on or before May 15 of every year with the following information:
 - a) Those who filed their SALNs with complete data;
 - b) Those who filed their SALNs but with incomplete data; and
 - c) Those who did not file their SALNs

This Hospital Order is effective immediately.


RICARDO B. RUNEZ, JR., MD, FPCS, MHA, CESE
Medical Center Chief II 
b