



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 NETWORK (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 (1st working week of January of this year)
Officials and Employees	Filling / submission of accomplished SALN forms to the Human Resource Management Office (HRMO)	2 days (on or before March of this year)
HRMO	Reviewing, compilation and recording of accomplished SALN forms of officials and employees	1 day (on or before March 31 of this year)
HRMO	Review/evaluation of submitted SALN forms to determine whether statements have been properly accomplished.	1 day (on or before March 31 of this 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 DOE Review and Compliance Committee (DOE -RCC), copy furnished the Civil Service Commission(CSC) on or before May 15 of every year.	15 days (on or before April 30 of this year)
BGHMC-RCC	Deliberation on SALN	1 Day
HRMO/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.	3 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 Rules on Administrative Cases in the Civil Service (RACCS) of CSC Resolution No. 1701077 promulgated July 3, 2017.	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 April 21 of this year)
HRMO	Submission of original copies of SALNs to the office of the Deputy Ombudsman for Luzon	1 day (on or before April 30 of this year)
HRMD	Filing of the duplicate copies of the SALN forms on the employees' 201 files	5 days
TOTAL 120 days or 4 months		

Approved by:


VILMA O. MOLTIO, MPA
 Chair, BGHMC Review and Compliance Committee

CERTIFIED PHOTOCOPY



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BGHMC Compound, Governor Pack Road, 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 2020*

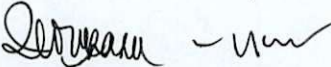
CERTIFICATION

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 in March 4, 2013).

Issued on April 22, 2021.


VILMA O. MOLTIO, MPA
Chief Administrative Officer
Chairperson


MARIA IRMA L. NIMO
Administrative Officer V
Member


ROBERT R. OBLIGADO
Administrative Officer V
Member