

Republic of the Philippines

Surigao del Sur State Unibersity

Rosario, Tandag City, Surigao del Sur 8300 Telefax No. 086-211-4221 Website: sdssu.edu.ph

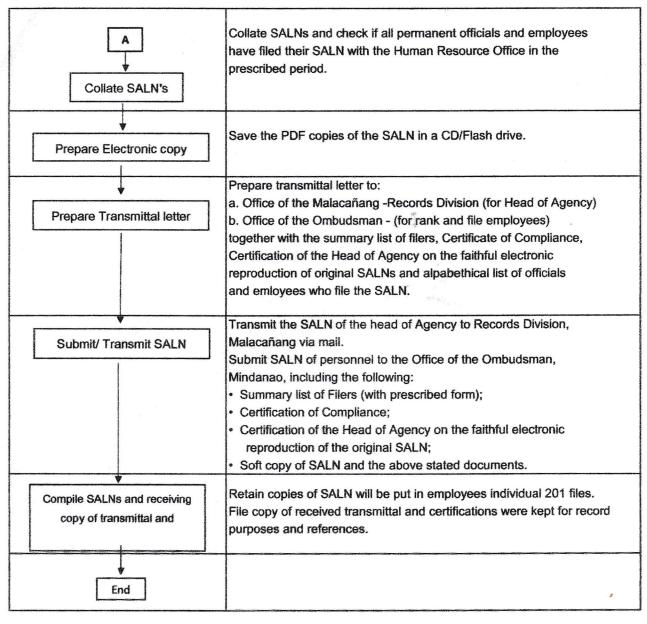


REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)

ACTIVITY	PROCEDURE
Start	
issue Memorandum on the submission of SALN	The Office of the University President will Issue Memorandum order on the submission of SALN to be prepared in three (3) copies with the prescribed deadline and it will be dessiminated system wide.
Receive and evaluate SALN	Receives SALN submitted by the campuses; Tandag, Cantilan, Lianga, Tagbina, San Miguel and Cagwait. Evaluate the documents submitted per CSC guidelines. Check for the completeness of entries/ data, to wit; • Declarant basic information
	Declarants Assets Real Properties (Description, Kind, exact Location) Personal Properties Declarants Liabilities Declarants Networth computation Declarants Business Interest and Financial Connections Declarants Relatives in the government service Declarants Signature and his/her spouse (if applicable) Mark with N/A for items not applicable Duly signed by Head of agency and or Notarized.
Are Information complete and compliant with CSC guidelines? No Return SALN for revision A	

Certified thru copy from the original

ROEL T. LIM, MIPA AO-V/HRMO



Prepared by:

ROEL T. LIM, JD AOV/HRMO Certified Correct:

FLORIFE O. URBIC ONDO, DPA

VP-Admin and Finance Chief Administrative Officer

Chairperson, SALN Review and Compliance Committee

Noted by:

Certified thru copy from the original

ROEL T. LIM, MPA AO-V/HRMO

BACELEDES R. ESTAL, PhD. SUC President III

By the Authoric

MARIA LADY SOL A. SUAZO, PhD Executive Resistant