

FILING OF SALN

This applies to transactions done for DOE employees
(Updated as of September 2021)



Office or Division:	Human Resource Management Division (HRMD)			
Classification:	Administrative/Financial Transactions			
Type of Transaction:	Government to government			
Who may avail:	Internal applicants (DOE employees)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Refer to the list of requirements for filing of SALN		Downloadable Forms available in the DOE website https://www.doe.gov.ph/job-opportunities		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Fills-out SALN Form (CSC Form)	None	2 hours	Employee
	2. Signs or notarizes SALN Form		30 minutes	Official / Notarizing lawyer
	3. Submits to the HRMD		5 minutes	Employee
	4. Checks and validates SALN submission		20 minutes per employee	HRMO II/III
	5. If SALN is correct, it will be accepted and consolidated If SALN is incorrect, it will be returned to the employee for correction		2 days	Employee / HRMO II/III
	TOTAL NUMBER OF DAYS (Correct SALN submission)		3 days	
	6. If SALN is incorrect, resubmission of corrected SALN		1 day	Employee
	7. Checks and validates SALN submission		20 minutes per employee	HRMO II/III
	TOTAL NUMBER OF DAYS (Corrected SALN submission)	4 days		