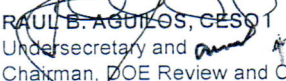


**DEPARTMENT OF ENERGY**  
**REVIEW AND COMPLIANCE PROCEDURE FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN)**  
**IN COMPLIANCE WITH CIVIL SERVICE COMMISSION CIRCULARS**

RESPONSIBLE PERSONNEL / OFFICE / UNIT	PROCEDURE	NORMAL PROCESSING TIME / DATE
HRMD	Preparation / issuance of memorandum to officials and employees on the filing / submission of Statements of Assets, Liabilities and Networth (SALN) forms	2 days
Officials and Employees	Filing / submission of accomplished SALN forms to the Human Resource Management Division (HRMD)	2 days (on or before March 31 of each year)
HRMD	Receiving, compilation and recording of accomplished SALN forms of officials and employees	30 days
HRMD	Review / evaluation of submitted SALN Forms to determine whether statements have been properly accomplished.	30 days
HRMD	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 May 15 of each year)
DOE-RCC	Deliberation on SALN	1 day
HRMD/DOE-RCC	Issuance of <b>Compliance Order</b> 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
DOE-RCC	Issuance of <b>Show-cause Order</b> directing an official or employee concerned to submit his / her comment or counter-affidavit for failure to comply with said Compliance Order.	2 days
DOE-RCC	Conduct of administrative proceedings, if so warranted and based on evidence, pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS) of CSC Resolution No. 1101502 dated November 8, 2011.	14 days
HRMD	Preparation and submission of various reports to the CSC in compliance with related circulars for SALN (e.g., Summary List of Filers, certifications, etc.)	15
HRMD VFO/MFO Personnel	Submission of original copies of SALNs to the concerned offices:  For ASECs, USECs and Secretary - Office of the President  For employees (Directors and below) who are stationed at the central office - CSC  For Field Offices (Visayas and Mindanao Field Offices) - Office of the Ombudsman Regional Office	1 day (on or before April 30 of each year)  1 day (on or before June 30 of each year)
HRMD	Filing of duplicate copies of the SALN forms on the employees' 201 files.	5
<b>TOTAL</b>		<b>120 days or 4 months</b>

Approved by:

  
**RAUL B. AGUILOS, CESO I**  
 Undersecretary and  
 Chairman, DOE Review and Compliance Committee