

DOE-RCC Procedures for SALN

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



ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DOE-RCC Meeting	None	4 hours	DOE RCC & DOE-RCC Secretariat
2. Report on the status of the filing/submission of the Statement of Assets, Liabilities and Networth (SALN) of the DOE Officials and Employees			
3. Presentation of the List of Employees who: a) Filed their SALNs with complete data; b) Filed their SALNs but with incomplete data; and c) Did not file their SALNs.			
4. Approval/signature of the Compliance Orders, relative to items 3.b and 3.c			
5. Release of Compliance Orders to concerned employees		3 days	HRMO II/III
6. Submission of SALN, in response to the Compliance Order received		7 days	Employee
7. Review of SALN submitted & Preparation of other SALN documents to be submitted to concerned agencies (Civil Service Commission, Office of the President, etc.)		10 days	HRMO II/III
8. Final review and signature		2 days	HRMO IV/V
9. Submission to concerned agency		1 day	HRMO II/III or HRMA
TOTAL NUMBER OF DAYS		23 days	

DOE REVIEW AND COMPLIANCE COMMITTEE FOR SALN

CHAIRPERSON

Usec. Roberto B. Uy

Undersecretary

MEMBERS

Dir. Arthus T. Tenazas, CESO IV

Director, Legal Service

Dir. Pacifico A. Avenido, Jr.

Director, Administrative Services

Atty. Dexter John C. Suyat

President, DOE Employee Association

HEAD SECRETARIAT

Ms. Ma. Cecilia P. Bados

Chief, HRMD