

Template and Guide for the Citizen's Charter

21. Processing of SALN and PDS

This service involves the process of consolidating of SDO personnel SALN and PDS for submission to the Ombudsman's Office and CSCFO.

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|---|--|------------------------|------------------------|---------------------------|
| Office or Division: | Personnel Section | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | SDO Employees | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| SALN | | | SDO Employees | |
| Personal Data Sheet | | | SDO Employees | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the SALN and PDS to the Records Section | 1.2 Checking of SALN and PDS | None | 10 days | Personnel Section |
| | 1.3 Consolidation of SALN on January and PDS on April. | None | 7 day | |
| | 1.4 Signing of PDS by the Person Administering Oath | None | 2 days | Administrative Officer V |
| | 1.5 Releasing of documents for submission. | None | 1 day | Personnel Section |
| | TOTAL: | NONE | 20 days | |