



Department of Health


CORAZON LOCSIN MONTELIBANO MEMORIAL REGIONAL HOSPITAL

 Burgos - Lacson St., Bacolod City, 6100  (034) 703-1350  clmmrh.doh.gov.ph


THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES

1. All officials and employees of the Corazon Locsin Montelibano Memorial Regional Hospital who are covered by RA 6713 shall file under oath their Statement of Assets, Liabilities, and Networth (SALN) to the Human Resource Management Office on or before April 30.
2. The Review and Compliance Committee composed of one (1) Chairman and two (2) Members reviews the submitted SALNs to determine whether it was submitted on time, accomplished completely, and proper in form.
3. The Committee through the Human Resource Management Officer submits to the Head of the Agency copy furnished the Civil Service Commission 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. Within five (5) days from receipt of the list, the Head of the Agency issues an ORDER requiring those with incomplete data in their SALN to correct/supply desired information and those who did not file/submit, to comply within a non-extensible period of thirty (30) days from receipt of the Order.
5. The Human Resource Management Officer transmits all original copies of the SALNs received together with electronic copies thereof, on or before April 30 of every year to the Deputy Ombudsman of the Visayas through its Iloilo Regional/Satellite Office.
6. Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive shall be a ground for disciplinary action. The Head of the Agency shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Rules on Administrative Cases in the Civil Service.

Prepared by:


MARIA GELIA N. ONG, DPA
Supervising Administrative Officer

Approved by:


JULIUS M. DRILON, MD
Medical Center Chief II

20 GAWAD BAYANI
20 KALUSUGAN AWARDEE

