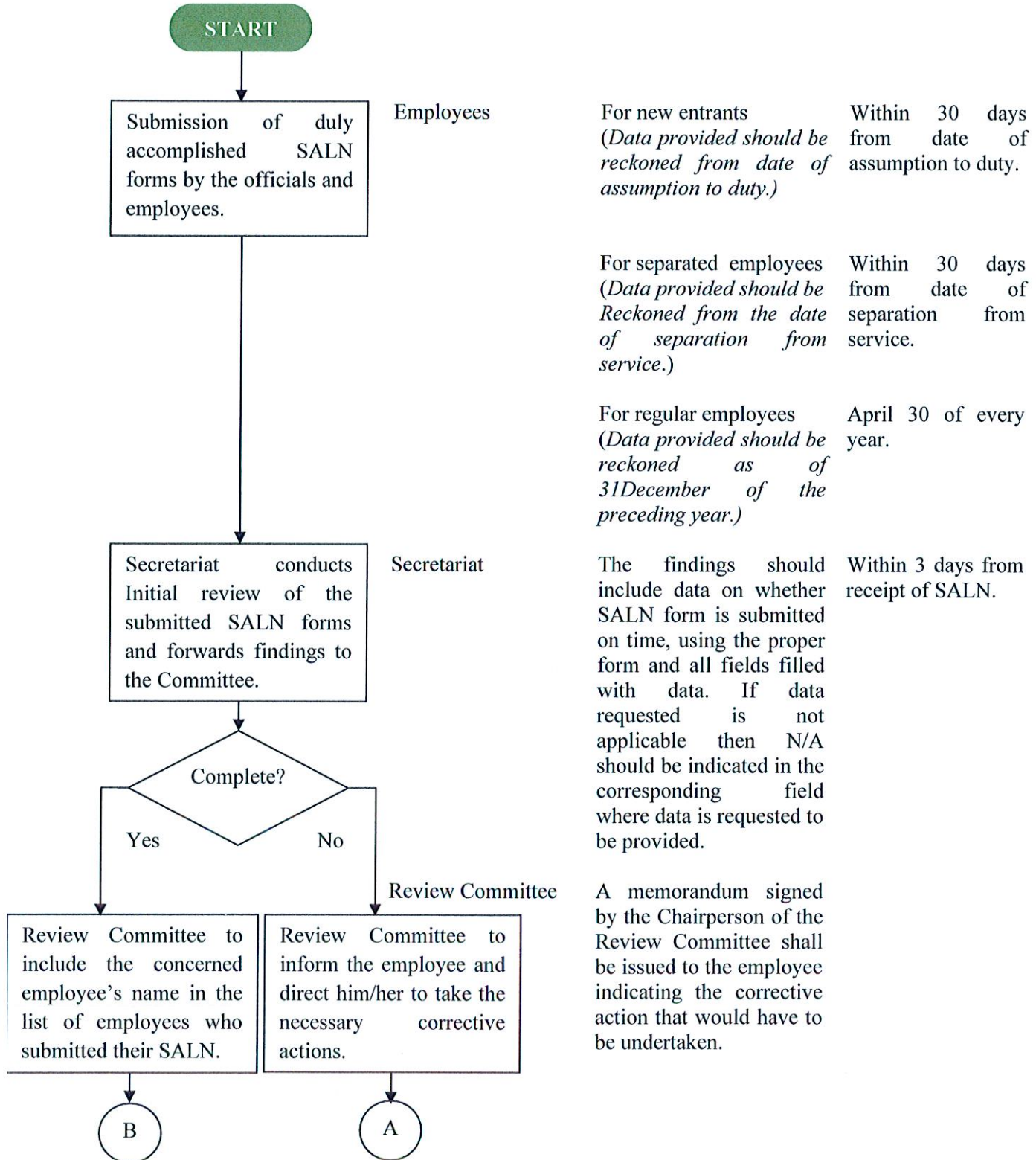


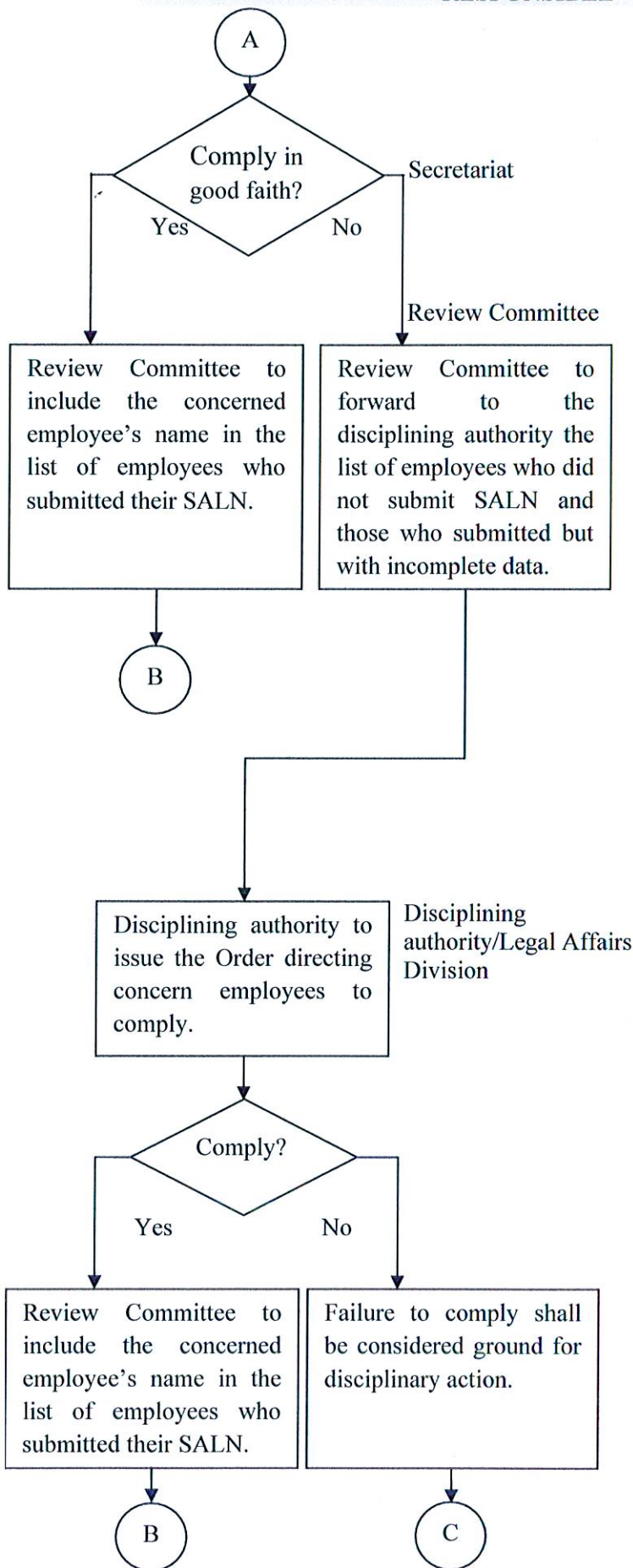
ANNEX "A"

PROCESS FLOW

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS	TIMEFRAME
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FLOW	PERSON/UNIT RESPONSIBLE	DETAILS	TIMEFRAME
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Employee shall correct or supply information required.

Within 3 days from receipt of findings.

Secretariat to prepare a report as to whether the concerned employee complied.

Within 3 days from receipt of the documents required.

Renders an opinion whether corrective action is done in good faith or not.

May 15 of every year.

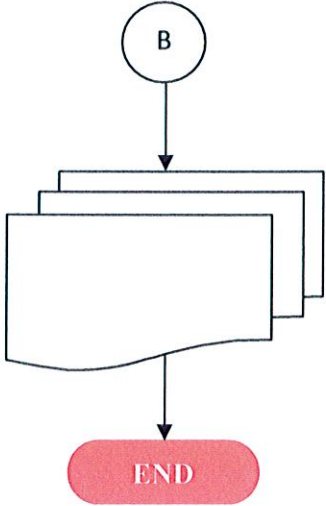
If done in good faith, then the Review Committee shall not subject the employee to any sanction.

If done in bad faith, then the Review Committee shall recommend to the disciplining authority the specific sanction as provided in RA 6713.

The Order shall require those with incomplete data in their SALN to correct or supply the required information and those who did not file/submit to comply within a non-extendable period of thirty (30) days from receipt of the Order.

Within 5 days from receipt of the Review Committee recommendation.

FLOW	PERSON/UNIT RESPONSIBLE	DETAILS	TIMEFRAME
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Review Committee

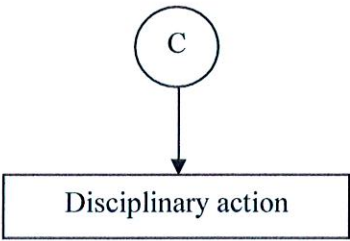
Transmit all original copies of the SALN received to the concerned office together with the digital copies (or email soft copies to the official email address of the concerned receiving office).

June 30 of every year.

A final summary of filers shall be attached listed in alphabetical order.

A final summary of non-filers shall also be attached listed in alphabetical order.

Lastly, a final summary of those who filed but with incomplete data or filed but used the wrong form shall be attached.



Disciplining authority

The disciplining authority 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 administrative proceedings

Within 5 days from the lapse of the 30-day grace period.

Penalties:
 First offense-Suspension of one (1) month and one (1) days to six (6) months;
 Second offense-Dismissal from the service.