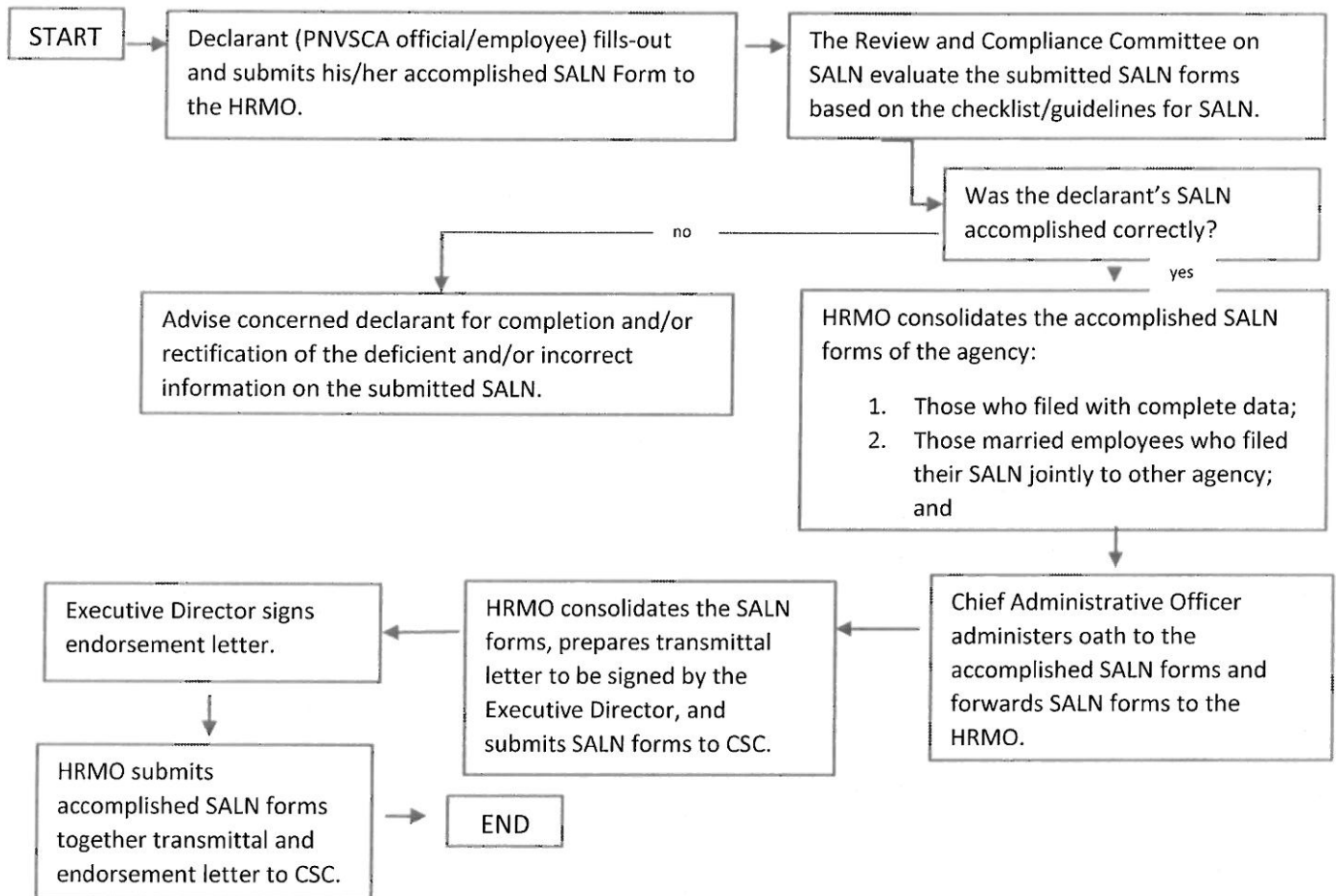




REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY

### REVIEW AND COMPLIANCE (RCC PROCEDURES) IN THE FILLING OUT AN SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WOTH (SALN) FORM



#### **Checklist/ Guidelines for SALN Review include the Following:**

##### **Page 1:**

1. Tick-off the appropriate box in filling the SALN form (jointly, separately or N/A);
2. Fill-out the name/s of declarant's unmarried children below 18 years of age;
3. Fill-out the portion on real properties according to the following:
  - a. Use (i.e. residential, commercial, agricultural, industrial, mixed use)
  - b. Description of improvements;
  - c. Fair market value and assessed values; and
  - d. Acquisition cost.
4. Fill-out the proportion personal properties according to description, year acquired and acquisition cost; and
5. Fill-out the portion on liabilities according to nature of liability, name of creditors and outstanding balance.

##### **Page 2:**

1. Fill-out the portion on business interests/financial connections according to name of business, nature of business and date of acquisition;
2. Fill-out the portion on relatives in the government service according to name of relative, relationship, position and name and address of agency/office; and
3. Fill-out the portion on certification and signature according to the following:
  - a. Affixed signature/s of declarant and/or co-declarant (i.e. spouse); and
  - b. Government-issued I.D. of the declarants and/or co declarant with date of issuance.