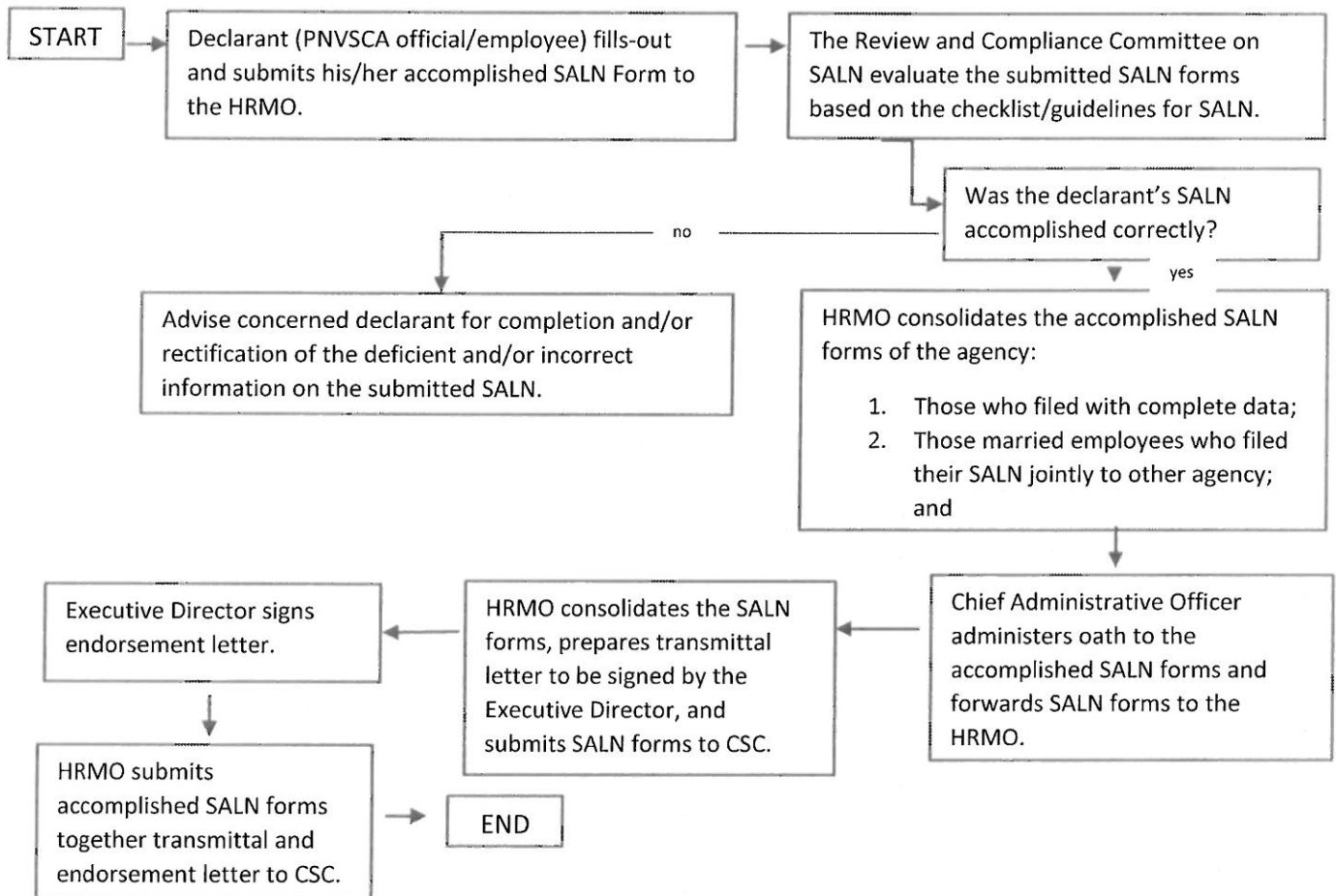




REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

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.