

Request for Copy of SALN

(Statement of Assets, Liabilities and Net Worth)

STEP	CUSTOMER	SERVICE PROVIDER	RESPONSE TIME	PERSON/IN-CHARGE	FEES	REQUIRED FORM/ DOCUMENTS
1	Presents visitor's slip and states his or her purpose	Gives the requester a SALN Request Form, and instructs the requester to accomplish it and have the form subscribed and sworn to before any Ombudsman prosecutor	3 minutes	Public Assistance Bureau Officer of the day	No Fees	OMB Visitor's Slip SALN Request Form
2	Fills-out the form and hands it in to the officer-of-the-day together with two (2) government issued ID or 1 student ID	Examines the form and IDs for completeness, notes down the IDs shown on the accomplished form, and leads the requester to an Ombudsman prosecutor to administer oath	10 minutes	Public Assistance Bureau Officer-of-the-day	No Fees	SALN Request form
3	Presents accomplished form to Ombudsman prosecutor together with current CTC	Administers the required oath	2 minutes	Ombudsman Prosecutor	No Fees	SALN Request form
4	Presents subscribed form to the action officer	Routes the SALN Request Form to the Records Office for appropriate action	10 minutes	Public Assistance Bureau action officer or officer-of-the-day	No Fees	SALN Request form
5		Verifies if requested SALN is in the file, retrieves it and presents the same to the Records Chief for screening	20 minutes	SALN Custodian	No Fees	SALN Request form
6		Approves the reproduction and release of SALN to the client	5 minutes	Records Chief	No Fees	SALN Request form
7		Photocopies the SALN	2 minutes	Reproduction Machine Operator	P1.00 per page	

Request for Copy of SALN

(Statement of Assets, Liabilities and Net Worth)

STEP	CUSTOMER	SERVICE PROVIDER	RESPONSE TIME	PERSON/S IN-CHARGE	FEES	REQUIRED FORM/ DOCUMENTS
8		Blackens the private address of the owner of the SALN and certifies the SALN as to authenticity upon request	3 minutes	SALN Custodian	P4.00 per page certified true copies P15.00 certification fee	
9		Assesses document fees, prepares payment slip & routes the SALN Request Form and the requested SALN to PAB Action Officer	2 minutes	SALN Custodian	No Fees	SALN Request form Payment slip
10		Gives the requester the payment slip and instructs him or her to pay the required fees	5 minutes	Public Assistance Bureau action officer or officer-of-the-day		Payment slip
11	Presents payment slip to the cashier and pays required fees	Receives payment and issues payment receipt	2 minutes	Cashier	See above	Payment slip
12	Presents official receipt	Checks official receipt and releases SALN to the requester	1 minute	Public Assistance Bureau action officer or officer-of-the-day		Official Receipt
13	Receives requested documents and fills out feedback form	Gives feedback form to the requester with instruction to drop it in the designated box located at the Public Assistance Bureau, signs the visitor's slip and gives it back to the requester	1 minute	Public Assistance Bureau action officer or officer-of-the-day		Feedback form