



#### 4. Subscription of Statement of Assets, Liabilities & Net Worth (SALN)

Public Officials and Employees shall upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and network.

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	Vice Mayor, Sangguniang Bayan Member, Punong Barangays, Barangay Kagawad, All Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Community tax Certificate (1 original)		Municipal Treasurer's Office		
2. SALN (3 original)		Request Personnel		
3. Barangay Clearance (1 original)		Barangay Hall		
4. 2 x 2 ID picture (2 original)		Request Personnel		
5. Government Issued ID (1 photocopy)		BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements to the Office of the Municipal Mayor	1.Evaluates and assesses submitted requirements	None	5 minutes	<b>Gellie B. Marquez</b> OMM- Staff
	1.1.Forwards submitted documents to the Secretary to the Mayor			<b>Ashley G. Oganía</b> Clerk
	1.2.Reviews submitted documents	None	3 minutes	<b>Crizaline O. Enriquez</b> Clerk
	1.3.Forwards document for signature of the Mayor			<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
2.Receives signed SALN	1.4.Sign SALN	None	30 seconds	<b>Jocelyn M. Valencia</b> AdA 1/Sec to the Mayor
	2. Releases signed SALN	None	1 minute	<b>Hon. Ma. Caridad P. Clacio</b> – Municipal Mayor
<b>TOTAL</b>		<b>NONE</b>	<b>9minutes &amp; 30 seconds</b>	<b>Gellie B. Marquez</b> OMM- Staff <b>Ashley G. Oganía</b> Clerk <b>Crizaline O. Enriquez</b> Clerk