

Republic of the Philippines  
Department of Health  
**NATIONAL NUTRITION COUNCIL**

**Agency Review and Compliance Procedure  
in the Filing and Submission of  
Statement of Assets, Liabilities and Net Worth (SALN)**

1. All NNC permanent employees shall file their SALNs;
  - a. within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said employees
  - b. on or before April 30 of every year and thereafter, statements of which must be reckoned as of the end of the preceding year; and
  - c. within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official and employee.
2. Employee shall submit his/her duly accomplished SALN to the Administrative Division (AD) - Personnel.
3. The Staff In Charge through the supervision of the Chief of the AD, shall evaluate the submitted SALN. A SALN form is deemed properly accomplished if it satisfies the following conditions:
  - a. Updated form (Revised as of January 2015) is used;
  - b. When all applicable information or details required therein are provided by the filer.
  - c. Items not applicable to the filer are marked "N/A" (Not Applicable)
  - d. With complete signatures of both the filer (employee) and spouse as deemed applicable;
  - e. In case, the spouse is working abroad, a certificate stating that spouse is working abroad is attached;
  - f. Correct net worth is reflected based on formula Total Assets less Total Liabilities
4. In the event that discrepancy, error or incomplete information are found, employee concerned shall be notified immediately via email. Said employee shall be given ten (10) days to comply.

## 5. Timeline for the Annual Filing of SALN

January 10	Issuance of advisory with attached SALN form requiring all officials and staff to file and submit their SALN on or before 30 April.
March 30	Deadline for filing and submission of SALN of the Executive Director to the Department of Health
April 30	Deadline for filing and submission of SALN of employees to the AD - Personnel
May 1-15	Review and evaluation by AD - Personnel of individual SALNs as to timeliness
May 15	Submission of list of employees (compliant, non-compliant) by the AD - Personnel to the NNC Review and Compliance Committee

The Chief of the AD shall transmit all original SALNs received on or before 30 June of every year to the following offices:

Civil Service Commission -	Officials and employees in the central/main/national offices of departments, bureaus and agencies of the national government
Deputy Ombudsman in - their respective region (Luzon, Visayas and Mindanao)	Regional officials and employees of departments, bureaus and agencies of the national government

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