

HOW TO REQUEST FOR COPIES OF SALNS



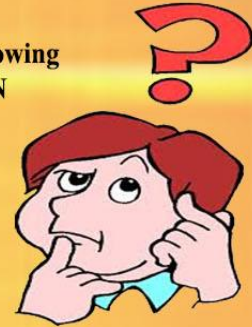
Requester proceeds to OMB-MOLEO PUBLIC ASSISTANCE AND COMMUNITY COORDINATION BUREAU to:

- Fill out the SALN Request Form and
- Present two (2) Valid IDs
- Take oath on the statements made in the SALN Request Form before an Ombudsman Lawyer



The Requester may be any of the following

- Requesting a copy of his own SALN
- An authorized representative
- A student, for study purposes
- A member of Media
- Others, subject to OMB Office of Legal Affairs (OLA) approval



Requester leaves and waits for OMB-PACCB's call informing availability of SALNs for pick up.

RECORDS SECTION

SALN Custodian who prepares the Payment Slip, according to the following:

F
SERVICE
E
S

PLAIN PHOTO COPIES

CERTIFIED PHOTOCOPIES

CERTIFICATION FEE per TYPE OF DOCUMENT

P5.00/page

P10.00/page+

P100.00



Requester, on the day of pick-up, proceeds to the OMB-MOLEO Cashier Section to:

- Pay the amount stated on the Payment Slip
- And receive an Official Receipt.



Requester leaves after:

- Presenting Visitor's slip signed by the OMB-MOLEO Records Section or OMB-MOLEO Public Assistance and Community Coordination Bureau Officer to the 1st Floor Lobby Guard and claiming his ID
- Dropping his Feedback Form on the appropriate box at the 1st Floor Lobby.