

REQUEST FOR COPY OF SALN

A. WHO MAY AVAIL OF THE SERVICE?

- Any requesting party as it pertains to his/her personal SALN
- Authorized representative of the party concerned
- Students, for study purposes
- Members of Media
- Others not mentioned subject to the approval of the OMB Office of the Legal Affairs (OLA)

DURATION:



B. WHAT ARE THE REQUIREMENTS?

- SALN Request Form
- Two (2) government issued ID
- Authorization Letter or Special Power of Attorney for representative

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	RESPONSE TIME	PERSON IN CHARGE	FEES	FORMS
1	a. Presents Visitor's Slip b. Fills-out SALN Request Form c. Presents ID	a. Greets requester b. Receives SALN Request Form c. Examines SALN Request Form and ID d. Refers requester to an Ombudsman lawyer for Oath	8 minutes	Officer-of-the-Day (Public Assistance)	None	Visitor's Slip SALN Request Form
2	a. Presents accomplished SALN Request Form	a. Administer oath	5 minutes	Ombudsman Lawyer	None	SALN Request Form
3		a. Approves SALN Request	5 minute	Director (Public Assistance)	None	SALN Request Form
4		a. Routes the SALN Request Form to Records	5 minutes	Officer-of-the-Day (Public Assistance)	None	SALN Request Form

		Section/Unit for appropriate action				
5		<ul style="list-style-type: none"> a. Verifies availability of SALN b. Retrieves SALN c. Reproduces SALN d. Certifies SALN, if requested e. Accomplishes Action/Remarks Form, SALN and Payment Slip to PACCB 	30 minutes	SALN Custodian (Records Section)	None	SALN Request Form Payment Slip
6	<ul style="list-style-type: none"> a. Gets payment slip at Records Section b. Presents Payment Slip 	<ul style="list-style-type: none"> a. SALN Custodian (Records Section) issues Payment Slip b. Receives payment c. Issues Official Receipt 	2 minutes	Cashier (Cashier Section)	P5.00/page (plain photocopies) P10.00/page certified copy plus P100.00 certification fee per type of document	Payment Slip
7	<ul style="list-style-type: none"> a. Presents Official Receipt b. Receives requested documents c. Fills-out Feedback Form d. Gets Visitor's Slip for release of ID at lobby guard 	<ul style="list-style-type: none"> a. Writes payment details in the SALN Request Form b. Releases SALN to requester c. Reminds requester to drop Feedback Form in the designated box located at the Ground Floor Lobby d. Signs Visitor's Slip 	5 minutes	Officer-of-the-Day (Public Assistance)	None	Official Receipt Feedback Form Visitor's Slip
END OF TRANSACTION						