



Republic of the Philippines  
Office of the Ombudsman  
Agham Road, Diliman, Quezon City

visit our website at [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph)

## SALN TRANSMITTAL CHECKLIST (OMB FORM 8)

Date: \_\_\_\_\_

Name of Declarant: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

### PLEASE COMPLY WITH THE FOLLOWING REQUIREMENTS

REQUIREMENTS	WHERE TO SECURE
<input type="checkbox"/> Duly accomplished SALNs <i>(1 original hardcopy)</i>	Declarants
<input type="checkbox"/> Transmittal Endorsement enumerating the names of all officials and employees who submitted and did not submit their SALNs and their corresponding positions signed by the Head of Personnel/ Administrative Division/Unit or HRMO <i>(1 original copy)</i>	Personnel/Administrative Division/Unit or HRMO of agency and government instrumentality
<input type="checkbox"/> Certification from the Review and Compliance Committee (RCC) that SALNs have been reviewed to determine whether the SALNs were submitted on time, are complete, and are in proper form <i>(1 original copy)</i>	Head of RCC

\_\_\_\_\_  
Signature Over Printed Name  
Receiving Officer

Acknowledged receipt:

\_\_\_\_\_  
Signature Over Printed Name  
Declarant/Requester

**THIS FORM IS NOT FOR SALE.**



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