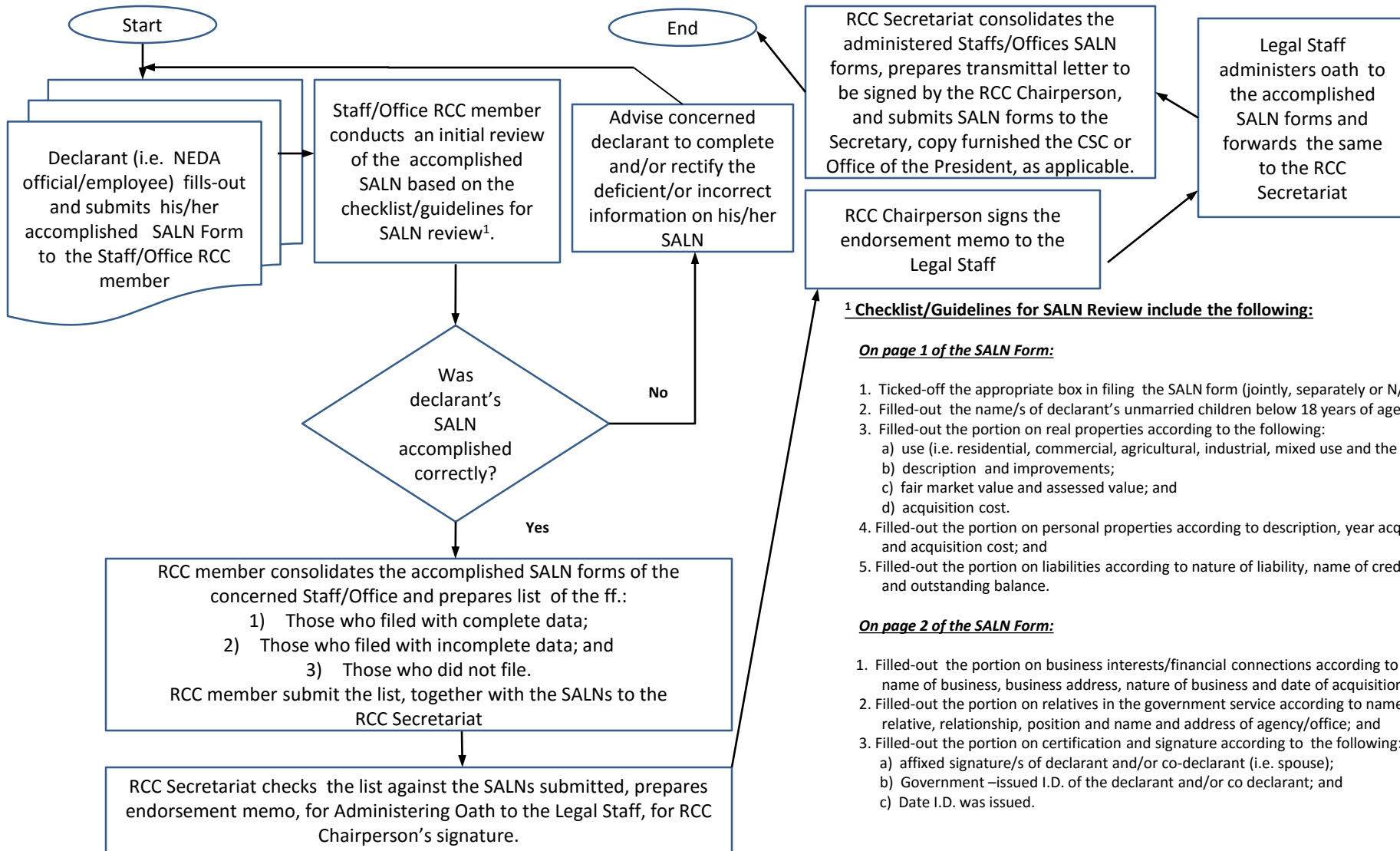


**National Economic and Development Authority (NEDA)**  
**Review and Compliance Committee (RCC) Procedures in the Filling Out and Submission of the**  
**Statement of Assets, Liabilities and Net Worth (SALN) Form**

**Declarant (i.e. NEDA Official/Employee)**

**Administrative Staff**

**Legal Staff**



**<sup>1</sup> Checklist/Guidelines for SALN Review include the following:**

**On page 1 of the SALN Form:**

1. Ticked-off the appropriate box in filing the SALN form (jointly, separately or N/A);
2. Filled-out the name/s of declarant's unmarried children below 18 years of age;
3. Filled-out the portion on real properties according to the following:
  - a) use (i.e. residential, commercial, agricultural, industrial, mixed use and the like)
  - b) description and improvements;
  - c) fair market value and assessed value; and
  - d) acquisition cost.
4. Filled-out the portion on personal properties according to description, year acquired and acquisition cost; and
5. Filled-out the portion on liabilities according to nature of liability, name of creditors and outstanding balance.

**On page 2 of the SALN Form:**

1. Filled-out the portion on business interests/financial connections according to name of business, business address, nature of business and date of acquisition;
2. Filled-out the portion on relatives in the government service according to name of relative, relationship, position and name and address of agency/office; and
3. Filled-out the portion on certification and signature according to the following:
  - a) affixed signature/s of declarant and/or co-declarant (i.e. spouse);
  - b) Government –issued I.D. of the declarant and/or co declarant; and
  - c) Date I.D. was issued.