

Integrated Records Management Office

Communications Management Division

Checklist of Requirements for SALN submission

Agency/Office: \_\_\_\_\_

1.  Cover /Transmittal Letter
2.  Summary List of Filers (SLF) (Printed copy)
3.  Summary List of Filers (Soft Copy) (In future submissions, please send soft copy to our official email address: [irmo.cmd@csc.gov.ph](mailto:irmo.cmd@csc.gov.ph))
4.  USB  CD  thru email
4.  Certification issued by the agency Review and Compliance Committee (RCC)
5.  List of Employees who did not file their SALNs
6.  2019 Sworn Statements of Assets, Liabilities and Network (SALNs)

**CIVIL SERVICE COMMISSION**  
Integrated Records Management Office

Received by: \_\_\_\_\_

29 OCT 2020

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

Received by: \_\_\_\_\_

JET

Time: \_\_\_\_\_

4:40