



## CALUMPIT WATER DISTRICT

Corazon, Calumpit, Bulacan

### **GUIDELINES ON THE AGENCY REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

#### **REFERENCES:**

- 1987 Philippine Constitution
- Republic Act 6713 (Section 10) or the Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Resolution Nos. 1300455
- CSC Memorandum Circular No. 3, s. 2015
- CSC Memorandum Circular No. 10, s. 2006 as amended by CSC MC No. 3, s. 2013
- Office of the Ombudsman Memorandum Circular No. 1 dated August 2, 2017

#### **OBJECTIVES:**

Republic Act 6713, Section 8, requires public officers and employees to accomplish and file under oath their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections including those of their spouses and unmarried children below eighteen (18) years of age living in their households.

Republic Act 6713, Section 10, authorize to establish a Review and Compliance Procedure in the filing and submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections to determine whether said statements have been properly accomplished.

#### **GUIDELINES:**

##### **I. Filing and Submission of SALN**

- a. All Plantilla Personnel, shall file under oath their Statement of Assets, Liabilities and Net Worth and Disclosures of Business Interests and Financial Connections with the Human Resource Management Office (HRMO), to wit:
  - Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office.
  - On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year.

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- Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
- b. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked "N/A"

### II. Persons Authorized to Review and Evaluate the Submitted SALN

There shall be a designated Review and Compliance Committee to receive, through the HRM Office and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

\* Pursuant to CSC Resolution No. 1300455 date March 04, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)", Calumpit Water District created a Review and Compliance Committee with the following composition:

Chairman:	Emely E. Echevarria <i>OIC - Department Manager B, Admin.</i>
Member:	Anna Marie D. Martinez <i>Senior Industrial Relations Management Officer A</i>
Member:	Paola Carmela C. Carlos <i>Industrial Relations Management Assistant A</i>

### III. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the Head of Office, copy furnished the Civil Service Commission, on or before May 15 of every year:

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data; and
- c. Those who did not file their SALNs.

### IV. Ministerial Duty of the Head of Office to Issue Compliance Order

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of thirty (30) days from receipt of the said Order.





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### V. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 of CSC MC No. 3, s. 2013 dated January 24, 2013 shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACS) date July 03, 2017. The offense of failure to file SALN is punishable under Section 46 (D) (8) of Rule X thereof, with the following penalties:

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> Offense | - | Suspension of one (1) month and one (1) day to six (6) months |
| 2 <sup>nd</sup> Offense | - | Dismissal from the service                                    |

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof of who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

### VI. Submission of SALNs to the Office of the Ombudsman

The Head of the HRMO shall transmit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year to the Office of the Deputy Ombudsman, Central Office, as specified under Civil Service Commission Resolution No. 1500088, promulgated on January 23, 2015.

The list of officials and employees who filed their SALNs shall be accompanied by a certification by the Head of Office that the SALNs submitted electronically are faithful reproductions of the original copies submitted by its officials and employees using the format stated in Memorandum Circular No. 2 issued by the Office of the Ombudsman on August 02, 2017.

Signed:

**Engr. RONNIE B. LARGADO**  
General Manager