



GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

REFERENCES:

- 1987 Constitution
- Republic Act No. 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
- CSC Memorandum Circular No. 10, s. 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections"
- CSC Resolution Nos. 1300455 and 1500088
- IATF AO 25 Memorandum Circular No. 2018 – 1, s. 2018

OBJECTIVE:

The Constitution of the Republic of the Philippines requires public officers and employees to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and networth (SALN). The same shall be accomplished under oath as the public has the right to know their SALN and financial and business interest including their spouses and unmarried children below eighteen (18) years of age living in their households. As it is endowed with public interest, there is a need to establish a review and compliance procedures in the filing and submission thereof thus this guideline.



COVERAGE:

These guidelines shall cover all Plantilla-Based Personnel regardless of employment status.

GUIDELINES:

Section I. FILING AND SUBMISSION OF SALN

- a) All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Section, to wit:
 - 1) Within thirty (30) day after assumption of office, statement of which must be reckoned as his/her first day of office;
 - 2) On or before January 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year;
 - 3) Within thirty (30) day after separation from the service, statement of which must be reckoned as of his/her last day of office;
 - 4) Employees are strictly required to fill in all applicable information and/or make a true detailed statement in their SALNs. Items not applicable should be marked N/A (Not Applicable).



Section 2. PERSON AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN

There should be a designated Review and Compliance Committee to receive, through the HRM Section 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. The SALN Review and Compliance Committee shall be composed of the following:

- General Manager as Chairperson
- Industrial Relations Management Officer B (HRMO) as Member
- Administrative/General Services Officer – A as Member

The Committee shall determine whether the SALN submitted by the officials and employees is submitted on time, accomplished completely and within the prescribe format and monitor the existing guidelines on filing SALN.

Section 3. 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 Human Resource Management Section on or before January 31st of every year.

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

Section 4. MINISTERIAL DUTY OF THE HEAD OF THE HUMAN RESOURCE MANAGEMENT SECTION TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation from the Chairperson of the SALN Review and Compliance Committee, it shall be the ministerial duty of the head the HRM section to issue order requiring those who have incomplete data in their SALN to correct/supply wrong/lacking information and those who did not file/submit their SALN to comply within a non-extendable period of three (3) days from the receipt of the said order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared in their SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. PROCEDURAL GUIDELINES

A) Step 1

The HRM section shall submit proper SALN forms to all officials and employees. The respective section heads of each section shall be responsible for the dissemination of forms.

B) Step 2

All accomplished SALN forms shall be forwarded/submitted to the HRM section.



C) Step 3

All received SALN forms shall be reviewed and evaluated by the SALN Review and Compliance Committee.

D) Step 4

The SALN Review and Compliance Committee shall submit a list of employees in alphabetical order who filed their SALN with incomplete data; filed their SALNs with complete data/information; and did not file SALN.

E) Step 5

Immediately upon receipt of the list, the HRM head shall issue an order requiring those who have incomplete data in their SALN to correctly/supply the desired information and those who did not file/submit their SALN to comply within a non-extendable period of three (3) days upon receipt of the said order.

F) Step 6

The SALN Review and Compliance Committee shall submit to the concerned agencies the original SALN of employees as a manner required by the regulatory agencies.

SANCTIONS:

Failure to correct/submit SALNs in accordance with the procedure and within the given period shall be ground for disciplinary action. The chairperson of the committee thru the Human Resource Management Officer shall issue a show-cause order directing the official or employee concerned to submit his/her comment or



counter-affidavit; and if evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS). The offense of failure to file SALN shall be:

1st Offense – suspension for one (1) month and one (1) day to six (6) months

2nd Offense – dismissal from the service

TRANSMITTAL OF ALL SUBMITTED SALN TO THE CONCERNED AGENCIES ON OR BEFORE APRIL 30 OF EVERY YEAR

The SALN Review and Compliance Committee together with the Human Resource Management Section shall transmit all original copies of SALN, including electronic copies, to the concerned offices on or before April 30 of every year.

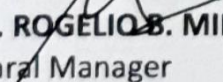
SEPARABILITY CLAUSE

Unless expressly repealed or superseded, any part of provision in this Guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

EFFECTIVITY

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

Signed:


Engr. **ROGELIO B. MINA, JR.**
General Manager

Date: September 30, 2019

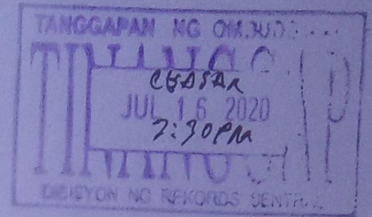


MONCADA WATER DISTRICT

ADDRESS: POBLACION 2, MONCADA, TARLAC WEBSITE: WWW.MONCADAWD.GOV.PH
TEL. NOS.: (045) 606-5407; 493-1950; 09175267009



April 28, 2020



The **DEPUTY OMBUDSMAN FOR LUZON**

3rd Floor, Ombudsman Bldg.
Agham Road, Diliman, Quezon City

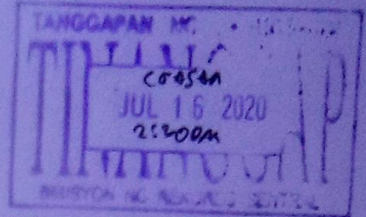
Sir:

We respectfully submit herewith the duly accomplished Statement of Assets, Liabilities, and Net Worth (SALN) for the calendar year **2019** of the officers and employees of **Moncada Water District** with the following attachments:

- 1) Summary List of Filers (SALN CY 2019)
- 2) Certification (Review and Compliance Committee)
- 3) Notarized certification of Head of Agency
- 4) Hard and Soft copies of SALN of officers and employees

Thank you and God bless.


Engr. **ROGELIO B. MINA, JR.**
General Manager



CERTIFICATION

I, **ROGELIO B. MINA, JR.**, hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the **MONCADA WATER DISTRICT**, as listed in the attached summary report of the HRMO.

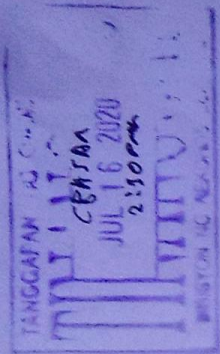
Engr. ROGELIO B. MINA, JR.
 General Manager
 April 28, 2020

SUBSCRIBED AND SWORN TO before me this 28 day of APR 28 2020, 2020. Affiant exhibiting his/her competent evidence of identity, to wit: _____

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 Book No. 19819
 Series of 2020

ADMINISTRATING OFFICER
 Notary Public
 Until December 31, 2020
 PTR No. 3326876-TARLAC
 IEP OR No. 117380-Feb. 5, 2020

1978



MONCADA WATER DISTRICT
Summary List of Filers
Statement of Assets, Liabilities and Network
Calendar Year 2019

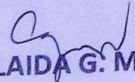
CERTIFICATION


This is to certify that the SALNs submitted/included in the Summary of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by the CSC Resolution No. 1300455 promulgated on March 4, 2013)

Issued this April 28, 2020


Engr. **ROGELIO B. MINA, JR.**
Chairperson


ADELAIDA G. MEJIA
Member


LETICIA D. SACALAMITAO
Member