



SAGAY WATER DISTRICT

Sagay City, Negros Occidental, Philippines

Tel. No. (034) 488-0219

TO : ALL REGULAR EMPLOYEES OF SAGAY WATER DISTRICT

SUBJECT : REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS (SALN)

DATE : FEBRUARY 1, 2018

PURPOSE : This issuance prescribes the procedures for the submission, review and compliance of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (herein referred to as the SALN) of the regular employees of Sagay Water District in pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and Civil Service Memorandum Circular No. 10, s. 2006 and No. 3, s. 2013 ; Civil Service Resolution Nos. 1300455 and 150008, respectively.

Section 1. Filing and Submission of SALN

- a. All regular employees shall file under oath their SALN and Disclosure of Business Interests and Financial Connections with the HRMA-Designate, to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - iii. 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.

Section 2. Persons authorized to review and evaluate the submitted SALN

A Review and Compliance Committee shall be designated and authorized by the head of agency to receive SALN through the HRMA-Designate and to evaluate if the same has been submitted on time, complete and in proper form.

Section 3. Duties of the Review and Compliance Committee

- a. Upon receiving the SALN forms, the Review and Compliance Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer shall be marked N/A (not applicable)



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- b. Prepare a list of the following employees, in alphabetical order, to be submitted to the Head of Agency, copy furnished the Civil Service Commission, on or before May 15 of every year:
 - i. Those who filed their SALNs with complete data;
 - ii. Those who filed their SALNs but with incomplete data; and
 - iii. Those who did not file their SALNs.

Section 3. Ministerial Duty of the Head of Agency 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 Agency 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 said Order.

Section 4. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 3 hereof shall be a ground for disciplinary action. The Head of Agency shall issue a show-cause order directing the concerned employee 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS). The offense of failure to file SALN is punishable under Section 46 (D)(8) of Rule X thereof, with the following penalties:

- a. First Offense – Suspension of one (1) month and one (1) day to six (6) months
- b. Second Offense – Dismissal from service

The Head of the Agency who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by 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.

Section 5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

The head of the agency through the HRMA-Designate shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

EFFECTIVITY

This Review and Procedure shall take effect immediately and all concerned shall be guided accordingly.

ENGR. MANFRED M. FUENTESFINA

General Manager