



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

Guidelines in the Review and Compliance Procedures in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections of Amadeo Water District (AWD)

I. Filing and Submission of SALN on Time and to the Proper Official

All Amadeo Water District (AWD) officials and employees shall file their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALNs) with the Human Resource Management Office (HRMO), to wit:

- a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service;
- b) On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official or employee.

Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections.

Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable to the filer should be marked "N/A" (not applicable).

II. AWD SALN Review and Compliance Committee and Its Duties

The AWD shall established a SALN Review and Compliance Committee composed of the following:

- Chairperson: Division Manager of the Administrative, General Services and Finance Division
- Members: Division Manager / Supervisor of the Commercial Division
Division Manager / Supervisor of the Engineering and Construction Division
Division Manager / Supervisor of the Production and Water Quality Division
Supervisor of the Administrative / Human Resource Management Office

The aforementioned members of the Committee shall perform the following duties and responsibilities:

- a. Receive and evaluate the SALN forms to determine whether the employee has properly accomplished said form. A SALN form is deemed properly accomplished

when all applicable information or details required therein are provided by the filer. In the event that the same is not properly filed, inform the reporting individual and direct him/her to take necessary corrective action. Also, render opinion interpreting the provisions on the review and compliance procedures in the filing of statements SALN.

- b. Prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy 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.
- c. The Human Resource Management Office shall transmit all original copies of the SALNs received to the concerned agencies on or before June 30 of every year.
- d. Review and prepare amendments of these guidelines whenever deemed necessary and ensure that scanned copy of the same be uploaded in the Transparency Seal page of AWD in compliance with the Memorandum Circular issued every year by the Inter – Agency Task Force on Harmonization of National Government Performance Monitoring, Information and Reporting Systems and be posted in AWD Bulletin Board for the employees' information.

III. Ministerial Duty of the General Manager to Issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of the 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 an non-extendable period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on 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.

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

Failure of an employee to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive in Section III 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 2017 Rules of Administrative Cases in the Civil Service. The offense for 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

Officials and employees who fail to comply within the 30-day period required under CSC Memorandum Circular No. 3, s. 2013, or who submit their SALN beyond the said period, shall be considered as not having filed their SALN and shall be made liable for the offense of ***Failure to File SALN***, which is punishable under Rule 10, Section 50(D)(8) of the RRACS.

V. SEPARABILITY CLAUSE

If any provision of these guidelines or the application of such provision to any person or circumstance is declared invalid, the remainder of the guidelines or the application of such provision to other persons or circumstances shall not be affected by such declaration.

VI. EFFECTIVITY

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



ENGR. NILO C. DELA PENA
General Manager

December 14, 2017

Date