



# METROPOLITAN NAGA WATER DISTRICT

## 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.

### I. REFERENCES:

- 1987 Philippine Constitution
- Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
- CSC Memorandum Circular No. 10, series of 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 Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)"
- Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF)
- Memorandum Circular (MC) No. 2018-1 dated May 28, 2018

### II. OBJECTIVES:

To enjoin all public officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in government service;

To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed.

### III. SCOPE:

All officials and employees of national and local governments, including state universities and colleges, and government-owned and controlled corporations (GOCC) and their subsidiaries, with or without original charter, shall be covered by these guidelines.

GOCC refers to any agency organized as a stock or nonstock corporation, vested with functions relating to public needs whether governmental or proprietary in nature, and owned by the Government of the Republic of the Philippines directly or through its instrumentalities either wholly or, where applicable as in the case of stock corporations, to the extent of at least a majority of its outstanding capital stock.

Those serving in casual, contract of service workers and job orders are exempted from filing the SALN. However, those holding career positions under temporary status are required to file their SALN.

## **IV. GUIDELINES:**

### **Section 1. Filing and Submission of SALN**

- a. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN with the Human Resource Division (HRD), to wit:
  1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  3. 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 (not applicable).

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

There shall be a designated Review and Compliance Committee to receive, through the HRD 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.

### **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 head of agency 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.

### **Section 4. 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 General Manager 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-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.

### **Section 5. 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 4 hereof shall be a ground for disciplinary action. The President 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 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1<sup>ST</sup> offense -- Suspension for one (1) month and one (1) day to six (6) months
- 2<sup>ND</sup> offense -- Dismissal from the service

**Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.**

The HRD shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

**Section 7. Criteria and conditions for the grant of Performance-Base Bonus (PBB)**

To duly observe the requirements as provided by the annually issued Performance-Based Bonus Guidelines by the Department of Budget and Management (DBM) *see. AO NO. 25 IATF and MC NO. 2018-1*

**REPEALING CLAUSE**

All previous issuances inconsistent with these Memorandum are deemed repealed or modified accordingly.

**SEPARABILITY CLAUSE**


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

**EFFECTIVITY**

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



**RICARDO B. FELIX III**  
CHAIRPERSON  
*Review and Compliance Committee  
for SALN*



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ACTING GENERAL MANAGER  
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