



Republic of the Philippines
MANGALDAN WATER DISTRICT

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GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS OF THE MANGALDAN WATER DISTRICT (MAWAD) FOR THE FISCAL YEAR (FY) 2019

1. Purpose:

This issuance prescribes the procedures for the submission, review and compliance of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of officials and employees of MANGALDAN WATER DISTRICT as per 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; CSC Resolution NO. 1300455 dated March 4, 2013.

2. Coverage:

All Regular and temporary employees including Casuals of Mangaldan Water District

3. Filing and Submission of SALN

A. All officials and employees holding regular Plantilla positions under permanent and temporary status including casual employees except those who serve in an honorary capacity, without service credit or pay, temporary laborers shall file under oath their SALN and Disclosure of Business Interest and Financial Connections using CSC SALN Form (Revised as of January 2015) and submit the same to Administrative Division, 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; and
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. Public officials and employees under temporary status including casual 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).

4. Persons Authorized to Review and Evaluate the Submitted SALN

The SALN Review and Compliance Committee which composed of one (1) Chairman and two (2) members is authorized to receive, through the agency's Administrative Division the submitted SALN and to evaluate if the same has been submitted on time, complete and in proper form., and render opinion interpreting the provisions thereof on review and compliance procedure in the filing of the said SALN.

5. Duties of the Review and Compliance Committee

The Committee shall prepare an alphabetical list of employees to the General Manager, to be submitted to the Civil Service Commission; copy furnished the office of the Ombudsman 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

6. Ministerial Duty of the Head of the Agency to Issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation from the SALN Review and Compliance Committee, 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-extendible period of three (3) working days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

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

Failure of an employee to submit/correct his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 6 hereof shall be a ground for disciplinary action.

The General Manager shall issue a show-case 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 (2017 RACCS).

Under sub-paragraph 8, paragraph D of Section 50, Rule 10 of 2017 RACCS states that failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of one's spouse and unmarried children under eighteen (18) years of age living in one's household shall be punishable by the following;

1st Offense – Suspension of one (1) month and one (1) day to six (6) months.

2nd Offense – Dismissal from the service.

8. Deadline of submission of SALNs to repository agencies

The Administrative Division thru the Administrative Division Manager shall transmit all original and electronic copies of the SALNs received to the concerned offices (Deputy Ombudsman for Luzon & Civil Service Commission) on or before June 30 of every year.

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

Prepared by:



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APPROVED BY:



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