



Republic of the Philippines
MANGALDAN WATER DISTRICT

Serafica St., Mangaldan, 2432 Pangasinan
Tel. Nos. (075) 523-5884; (075)653-0574

UPDATED REVIEW AND COMPLIANCE PROCEDURES IN FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS OF THE MANGALDAN WATER DISTRICT (MAWAD) FOR THE FISCAL YEAR (FY) 2023

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 (MAWAD) pursuant to the pertinent Civil Service Commission Resolutions and other relevant issuances.

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, coterminous with the appointing authority, 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 the Review and Compliance Committee (RCC) at the Office of the Head of Administrative Department, to wit:

1. On or before February 28 of every year;
2. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
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 out all applicable information and make a true and correct and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).
- C. The declarant who has no business interest/s and/or relatives in the government must appropriately tick off the box indicating such information and must write "N/A" in the first row of all columns of the table provided to indicate non-applicability.
- D. For married individuals, in case the signature of the spouse cannot be secured, a written explanation therefor must be submitted by the declarant.
- E. Additional sheet may be used as necessary and each page shall contain the printed name and signature of the declarant including proper pagination.
- F. Any correction, changes or revisions in the accomplished and submitted SALN forms shall only be made by the declarant with his/her initial/s.
- G. All MAWAD officials and employees are advised to keep abreast of the updated Rules and Procedures issued by the Civil Service Commission on how to fill out the SALN and submission of the same.

4. Persons Authorized to Review and Evaluate the Submitted SALN

The SALN Review and Compliance Committee which is composed of one (1) Chairman and two (2) members is authorized to receive, through the agency's Administrative Department 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.

As per approval of the Honorable Members of the Board of Directors during their Regular Meeting held on June 25, 2021 with Board Resolutions No. 19, s. 2021, the following employees as recommended by the General Manager are as follows, to wit:

Marlyn C. De Guzman – Division Manager B – Administrative (promoted as Department
Manager B effective May 16, 2022)

Bernadeth D. Dizon – Industrial Relations Management Officer A

Demmee G. Carbonel – Utilities/Customer Service Assistant A/
Document Control Officer, designate

5. Duties of the Review and Compliance Committee

1. To remind all MAWAD officials and employees of the deadline for the annual submission of SALN as of December 31 of the previous year;
2. Review the submitted SALN of the MAWAD officials and employees and ensure that these were completely and properly accomplished;
3. Submit a Final Report such as 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 e). Original and Electronic copies of the properly accomplished SALNs and d). Certification of Review to the General Manager on or before April 30 of every year;
4. Transmit all original copies of the properly accomplished SALNs together with the other requirements to the Civil Service Commission and the Office of the Ombudsman on or before March 15 of every year:

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-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 (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 RCC or Head of the Administrative Department or her representative shall transmit all original and electronic copies of the properly accomplished SALNs received to the concerned offices (Deputy Ombudsman for Luzon & Civil Service Commission) on or before May 15 of every year or on the date as maybe prescribed by the CSC.

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

10. This Review and Compliance Procedure and succeeding revisions hereof shall take effect immediately and all concerned shall be guided accordingly. Likewise, the same shall be posted on the Transparency Seal (TS) page of the MAWAD website www.mangaldanwaterdistrict.gov.ph after its approval.

Prepared by:


MARLYN C. DE GUZMAN
Department Manager B
Administrative Department

APPROVED BY:


ENGR. MARCELO M. PETONIO
General Manager B

Date: August 11, 2023



Republic of the Philippines
MANGALDAN WATER DISTRICT

Serafica St., Mangaldan, 2432 Pangasinan
Tel. Nos. (075) 523-5884; (075)653-0574

Memorandum 7, s. 2023
August 11, 2023

TO: ALL MAWAD EMPLOYEES
ALL OTHERS CONCERNED

FROM: THE GENERAL MANAGER

SUBJECT: UPDATED REVIEW AND COMPLIANCE PROCEDURES IN FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS OF THE MANGALDAN WATER DISTRICT (MAWAD) FOR THE FISCAL YEAR (FY) 2023

Please be informed of the APPROVED Updated guidelines in the Review and Compliance Procedures in filing and submission of SALN of the Mangaldan Water District, to wit:

1. Purpose:

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2. Coverage:

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“Water is life..... Use it Wisely”

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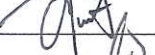

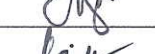
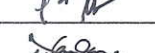


















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



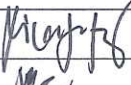




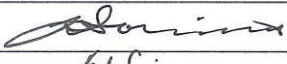


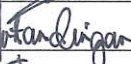


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ENGR. MARCELO M. PETONIO
General Manager B-6

READ AND UNDERSTOOD BY:

No.	NAME	SIGNATURE
1	Agbanlog, Bernardo M.	
2	Aquino, Juniusito F. (Casual)	
3	Aquino, Arabela R.	
4	Ballesteros, Jimmy C.	
5	Baltazar, Renato dC.	
6	Bautista, Christopher O.	
7	Billosillo, Gerald L.	
8	Carbonel. Demmee G.	
9	Celeste, Lailane G.	
10	Cendaña, Jr. Modesto S.	
11	Cerezo, Lito Q.	
12	Clores, Marnie B.	
13	Cuison, Rodel F.	
14	Daduya, Arnel C. (Casual)	
15	De Guzman, Marlyn C.	
16	De Guzman, Rhey D.	
17	De Vera, Jullius L.	
18	De Vera, Leonardo M.	
19	Dizon, Bernadeth D.	
20	Dumo, Jr. Danilo N. (Casual)	
21	Embuido, Artchie V.	
22	Fabia, Cecille A.	
23	Fabia, Edross Ian P.	
24	Fernandez, Darius D. (Casual)	
25	Ganaden, Peter John T.	
26	Linatoc, John Mark D. (Casual)	
27	Malanum, Ermie V.	

28	Marticio, Terry S.	
29	Nicolas, Ambie James M. (Casual)	
30	Ocay, Darwin P.	
31	Pascua, Mae Giselle I.	
32	Perez, Aira Jane G.	
33	Pinlac, Marcos Z.	
34	Ramos, Anna Liza G.	
35	Relleve, Donald M.	
36	Serafica, Jr., Rodolfo P.	
37	Soriano, Augusto M.	
38	Soriano, Tristan Kim Jordan M.	
39	Sulit, Jr., Jerry P. (Casual)	
40	Tandingan, Karen S.	
41	Tejero, Joshua D. (Casual)	
42	Torio, Liverino A.	
43	Cariño, Arnold M.	Retired effective April 1, 2023
44	Magalong, Lea V.	Retired effective March 1, 2023
45	Noe, Pepe V.	Resigned effective July 16, 2023
46	Ulep, Iresh Nadine C.	Resigned effective April 1, 2023