



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) 2025

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 officials and employees holding regular Plantilla positions under permanent, coterminous with the appointing authority, temporary status including casual employees.

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 per CSC Resolution No. 1500088 promulgated on January 23, 2015) which can be downloaded from CSC website and submit the same to the Review and Compliance Committee (RCC) through 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 service;
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of service;

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. SALN must be accomplished in four (4) original copies and with original signatures.
- D. 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.
- E. For married individuals, in case the signature of the spouse cannot be secured, a written explanation therefor must be submitted by the declarant.
- F. Additional sheet may be used as necessary and each page shall contain the printed name and signature of the declarant including proper pagination.
- G. Any correction, changes or revisions in the accomplished and submitted SALN forms shall only be made by the declarant with his/her initial/s.
- H. All MAWAD officials and employees are advised to keep abreast of the updated Rules and Procedures issued by the Civil Service Commission at the CSC website on how to fill out the SALN Form and submission of the same.
- I. The officials and employees may have the option to administer the oath of their SALN through a Notary Public.

4. Persons Authorized to Review and Evaluate the Submitted SALN

The SALN Review and Compliance Committee which is composed of one (1) Chairman and three (3) 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.

The reconstituted Statement of Assets, Liabilities and Networth (SALN) Review and Compliance Committee (RCC) pursuant to **Board Resolution No. 7, s. 2024 dated February 7, 2024** is as follows, to wit;

Chairperson: Engr. Marcelo M. Petonio, General Manager B
Members: Dr. Marlyn C. De Guzman, Department Manager B-Administrative
Ms. Bernadeth D. Dizon, Industrial Relations Management Officer A
Ms. Demmee G. Carbonel, Utilities/Customer Service Assistant A

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 preceding year;
2. To review the submitted SALN of the MAWAD officials and employees and ensure that these were completely and properly accomplished;
3. To submit the duly accomplished SALNs to the Administering Officer for the administration of oath;
4. To transmit all original copies of the properly accomplished SALNs together with the other requirements to the Civil Service Commission and the Office of the Deputy Ombudsman for Luzon on or before March 15 of every year;
5. The Review and Compliance Committee shall sign and ensure the execution of the requisite CSC-prescribed Certificate of Compliance (COC), Summary List of Filers including Non-Filers and Certification for transmission to said concerned agencies.

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.

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 namely, 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. In the event of future vacancy/ies of the SALN RCC, the General Manager shall have the authority to issue an Officer Order designating a new member of the said SALN RCC to regularly continue its functions.

10. This Review and Compliance Procedures and succeeding revisions hereof shall take effect immediately after its approval and all Officials, employees and other concerned shall be guided accordingly.

11. This Review and Compliance Procedures shall be posted on the **Transparency Seal (TS)** page of the MAWAD website www.mangaldanwaterdistrict.gov.ph and on the **bulletin board** of MAWAD for full dissemination of information.

Prepared by:


DR. MARLYN C. DE GUZMAN
Department Manager B
Administrative Department


ENGR. MARCELO M. PETONIO
General Manager B

APPROVED BY:


DIR. TITO B. SARZABA, JR.
Chairman, Board of Directors



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MANGALDAN WATER DISTRICT

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Tel. Nos. (075) 523-5884; (075)653-0574

Office Memorandum 4, s. 2025
February 25, 2025

TO: ALL MAWAD EMPLOYEES
ALL OTHERS CONCERNED

FROM: THE CHAIRMAN OF THE BOARD OF DIRECTORS
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) 2025

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 for the Fiscal Year (FY) 2025, to wit:

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“Water is life..... Use it Wisely”

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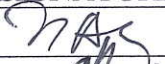




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











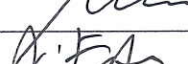






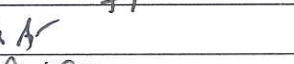
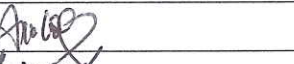



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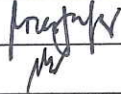


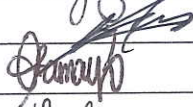
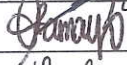
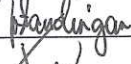


Engr. Marcelo M. Petonio
General Manager B

Dir. Tito B. Sarzaba, Jr.
Chairman, Board of Directors

READ AND UNDERSTOOD BY:

No.	NAME OF BOARD OF DIRECTORS	SIGNATURE
1	Cabrera, Nelda A.	
2	Dizon, Cesar C.	
3	Evangelista, Jr., Francisco M.	
4	Macaraeg, Irene L.	
5	Sarzaba, Jr., Tito B.	

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

33	Perez, Aira Jane G.	
34	Pinlac, Marcos Z.	
35	Ramos, Anna Liza G.	
36	Relleve, Donald M.	
38	Soriano, Tristan Kim Jordan M.	
39	Sulit, Jr., Jerry P. (Casual)	
40	Tamayo, Vannessa S.	
41	Tandingan, Karen S.	
42	Tejero, Joshua D.	
43	Torio, Liverino A.	
44	Valenzuela, Erzel V.	