

# GUIMBA WATER DISTRICT



## GUIMBA, NUEVA ECIIJA

Telephone No.: (044) 611-12-07

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Certificate of Registration No.  
PHP QMS 19 93 0025

### MEMORANDUM ORDER NO. 03-2020

TO: **ALL GWD EMPLOYEES**

FROM: **GENERAL MANAGER**

SUBJECT: **REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITES AND NET WORTH (SALN)**

DATE: **SEPTEMBER 16, 2020**

Please be informed that pursuant to Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Memorandum Circular No. 10 s. 2006 dated April 17, 2006 amended by Memorandum Circular No. 3 S. 2013 dated January 24, 2013, Resolution Nos. 1300455 dated March 4, 2013 and 1500088 dated January 23, 2015, the Guimba Water District established Guidelines in the Review and Compliance Procedure for the Submission of the Statement of Assets, Liabilities and Net Worth of all employees.


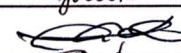

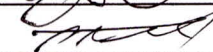


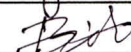
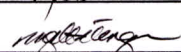


Attached herewith is the copy of the Guidelines in the Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth.

For your information.

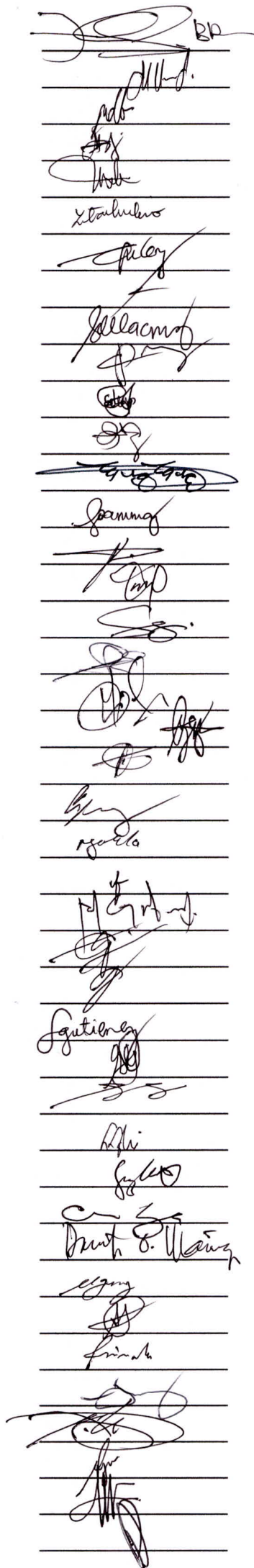
  
**ENG'R. FELIXBERTO C. LEGARDA**  
General Manager

#### CONFORME:

1. Jennilyn Joy M. Acosta
2. Eduardo M. Ador Dionisio
3. Jose Angelo S. Agapito
4. Rodrigo T. Alcantara
5. Diane Erica B. Baltazar
6. Susana G. Barawid
7. Dionisio V. Baricuatro
8. Mary Grace DC. Batangan
9. John Philip R. Batangan
10. Christoneil L. Batañgan

11. Thaddeus John B. Beltran
12. Mark Ferdinand T. Bernardo
13. Ninos D. Binuya
14. Mike Oliver C. Cabiling
15. Rodelio R. Cezar
16. Lianna Ross T. Columbino
17. Ger Christian DR. Corpuz
18. Reynaldo R. Cunanan
19. Joyce Ann DV. Dela Cruz
20. Carlo S. Delos Santos
21. Edwin P. Diaz, Jr.
22. Elmer G. España
23. Francis E. Esquivel
24. Joan May C. Eugenio
25. Alvin M. Eugenio
26. Hilario B. Fernando
27. Sonny L. Francisco
28. Richard A. Fiesta
29. Noel D. Galapon
30. Raymond S. Galapon
31. Mario M. Galo
32. Edward A. Galdonez
33. Manuel P. Gallardo
34. Jick Jick F. Gamboa
35. Paul S. Gatchalian
36. Rommel G. Gragasín
37. Carluen M. Guiang
38. Lykha Anne A. Gutierrez
39. Evelita L. Javier
40. Melchor M. Javier
41. Leslie DC. Lagliva
42. Catherine M. Legarda
43. Christian Joseph D. Legarda
44. Danilo O. Mañago
45. Cielito Lindo G. Marzan
46. Ariel DG. Mata
47. Radney C. Miranda
48. Aristotle G. Muñoz
49. Mark Francis O. Olvina
50. Dexter Norven S. Pagoso
51. Juan Miguel G. Pantaleon II
52. Jonathan T. Pascual



Handwritten signatures corresponding to the list of names, including names like Beltran, Bernardo, Binuya, Cabiling, Cezar, Columbino, Corpuz, Cunanan, Dela Cruz, Delos Santos, Diaz, Jr., España, Esquivel, Eugenio, Fernando, Francisco, Fiesta, Galapon, Galo, Galdonez, Gallardo, Gamboa, Gatchalian, Gragasín, Guiang, Gutierrez, Javier, Lagliva, Legarda, Mañago, Marzan, Mata, Miranda, Muñoz, Olvina, Pagoso, Pantaleon II, and Pascual.

53. Manolito C. Peralta, Jr.
54. Armando P. Pisantes
55. Rauderick A. Ramos
56. Ralph DC. Ramos
57. Jessie J. Ramos
58. Ron-Ron C. Refugia
59. Roberto C. Rigos
60. Anne Clarisse C. Romano
61. Amory D. Santos
62. Alfidel B. Solomon
63. Eugenio G. Taberna
64. Joel B. Tabing
65. Crisanto C. Tamayo
66. Mark Anthony E. Tua
67. Jomar L. Valencia
68. Ronald Allan L. Vigilia
69. Jhead S. Villaruel
70. Jun M. Vite
71. Marc Gregoree Lourde M. Wy
72. Ted U. Yambot

A column of 20 handwritten signatures, each written on a set of three horizontal lines. The signatures are written in black ink and vary in style, including cursive and stylized abbreviations. Some signatures are clearly legible, such as 'Manolito', 'Armando', 'Ramos', 'Refugia', 'Rigos', 'Romano', 'Santos', 'Solomon', 'Taberna', 'Tabing', 'Tamayo', 'Tua', 'Valencia', 'Vigilia', 'Villaruel', 'Vite', 'Wy', and 'Yambot'. Others are more abstract or abbreviated.



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## **REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS FOR THE YEAR 2020**

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### **RATIONALE**

Pursuant to Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Memorandum Circular No. 10 s. 2006 dated April 17, 2006 amended by Memorandum Circular No. 3 S. 2013 dated January 24, 2013, Resolution Nos. 1300455 dated March 4, 2013 and 1500088 dated January 23, 2015, the Guimba Water District (GWD) hereby establish Agency Review and Compliance Procedure for the Submission of the Statement of Assets, Liabilities and Net Worth (SALN) of all employees.

### **GUIDELINES:**

#### **FILING AND SUBMISSION OF SALN ON TIME AND TO THE PROPER OFFICIAL**

- A. All officials and employees of the water district, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casuals or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections and submit to the GWD SALN Review and Compliance Committee, to wit:
1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
  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 are also required to file under oath their SALNs and Disclosure of Business Interests and Connections in accordance with the guidelines provided under these rules.
- C. Public officials and employees are strictly required to fill up all applicable information and/or make a true detailed statement in their SALNs.



## **DUTIES OF THE GUIMBA WATER DISTRICT SALN REVIEW AND COMPLIANCE COMMITTEE**

Upon receiving the SALN forms, the GWD SALN Review and Compliance Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable.)

The said committee shall submit to the head of office, copy furnished the CSC, on or before May 15 of every year, a list of employees in alphabetical order, who:

- a. filed their SALNs with complete data;
- b. filed their SALNs but with incomplete data;
- c. did not file their SALNs

## **MINISTERIAL DUTY OF THE HEAD OF OFFICE TO ISSUE COMPLIANCE ORDER**

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of 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 a non-extendible period of thirty (30) days from receipt of the said order.

## **SANCTION FOR FAILURE TO COMPLY / ISSUANCE OF A SHOW-CAUSE ORDER**

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (D) (8) of Rule X thereof, with the following penalties:

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

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension on one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

Heads of agencies/offices who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension on one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

## **TRANSMITTAL OF ALL SUBMITTED SALNs TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30 OF EVERY YEAR**

The GWD SALN Review and Compliance Committee shall submit all original copies of the SALNs received, on or before June 30 of every year, to the Office of the Ombudsman for Luzon.

**PENALTY**

The Head of Office of the GWD Review and Compliance Committee who failed to perform their duties may be held liable for neglect of duty under Section 46, Chapter 7, Subtitle A, Title I, Book V of the Administrative Code of 1987 (Executive Order No. 292).


**EFFECTIVITY**

These guidelines shall take effect immediately.

**GUIMBA WATER DISTRICT – SALN REVIEW AND COMPLIANCE COMMITTEE:**

  
**ANNE CLARISSE C. ROMANO**  
Sr. Industrial Relations Development Officer B / Member

  
**ARISTOTLE G. MUÑOZ**  
Division Manager B – Admin. / Member

  
**MARY GRACE DC. BATANGAN**  
Division Manager B – Finance / Member

  
**ENG'R. FELIXBERTO C. LEGARDA**  
General Manager B / Chairperson