

GUIMBA WATER DISTRICT



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Certificate of Registration No.
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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 2021

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:

- 1st offense – Suspension for one (1) month and one (1) day to six (6) months
- 2nd 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