

MEMORANDUM

Ref. No.	MC 15A-23	Date	August 7, 2023
For / To	ALL PERMANENT EMPLOYEES		
From	OFFICE OF THE GENERAL MANAGER		
Subject	REVIEW ON COMPLIANCE PROCEDURES IN FILING AND SUBMISSION OF SWORN STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS OF THE BAYAMBANG WATER DISTRICT 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 Bayambang Water District, to wit:

I. Purpose:

This issuance prescribe 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 Bayambang Water District (BayWaD) pursuant to the pertinent Civil Service Commission Resolutions and other relevant issuances.

II. Coverage:

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

III. Filing and Submission of SALN:

A. All officials and employees holding regular Plantilla positions under permanent, coterminous with the appointing authority, temporary, including casual employees at the Administrative Division, to wit;

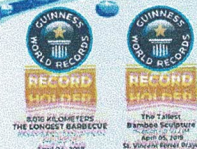
1. On or before February 15 of every year;
2. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

B. Employees are strictly required to fill out all applicable information and make true and correct and detailed statement in their SALNs. Items should be marked with "N/A" or "not applicable".

C. The declarant who has no business interests/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. Spouses who are both in the government service shall have the option to file their SALN either jointly or separately. In case of joint filing, the spouse (declarant) from other government agency shall provide the office two (2) original copies of notarized SALN form.

E. Additional sheets may be used, if necessary, using the prescribed form.





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F. All BayWaD 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.

IV. **Persons Authorized to Review and Evaluate the Submitted SALN**

The SALN Review and Compliance Committee which is composed of one (1) Chairman, one (1) Vice-Chairperson, and two (2) members is authorized to receive, through the agency's Human Resource Management Officer (HRMO) 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.

V. **Duties of the Review and Compliance Committee**

1. To remind all BayWaD 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 BayWaD 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,
 - c. Those who did not file their SALNs,
 - d. Original and electronic copies of the properly accomplished SALNs; and
 - e. 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 May 15 of every year;

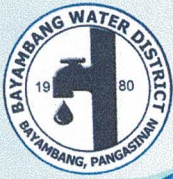
VI. **Ministerial Duty of the Head of the Agency to Issue Compliance Order**

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 comply/correct the desired information and those who did not file/submit their SALNs to comply within a non-extendable period of three (3) working days from receipt of the said order/notice.

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 succeeding SALN.

VII. **Sanction or 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 given ground for disciplinary action.



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The General Manager shall issue a show-cause-order directing the concerned employee to submit his/her comment or counter affidavit: and if 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 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.

VIII. Deadline of Submission of SALNs to repository agencies

The Human Resource Management Officer (HRMO) 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 may be prescribed by the CSC.

- IX. This review and Compliance Procedure and succeeding revisions hereof shall take effect immediately and all concerned shall be guided accordingly.**
- X. This review and Compliance Procedure same shall be posted on the Transparency Seal (TS) page of the BayWaD website www.bayambangwaterdistrict.gov.ph after its approval.**


FRANCIS J. FERNANDEZ
General Manager



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

I. Purpose:

This issuance prescribe 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 Bayambang Water District (BayWaD) pursuant to the pertinent Civil Service Commission Resolutions and other relevant issuances.

II. Coverage:

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III. Filing and Submission of SALN:

- A. All officials and employees holding regular Plantilla positions under permanent, coterminous with the appointing authority, temporary, including casual employees at the Administrative Division, to wit;
1. On or before February 15 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;
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- B. Employees are strictly required to fill out all applicable information and make true and correct and detailed statement in their SALNs. Items should be marked with "N/A" or "not applicable".
- C. The declarant who has no business interests/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.
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- E. Additional sheets may be used, if necessary, using the prescribed form.
- F. All BayWaD 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.

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REPUBLIC OF THE PHILIPPINES
BAYAMBANG WATER DISTRICT
CCC#: 119



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Prepared by:


JONNA J. SERAFICA
Administrative/General Services Officer A

Checked by:


LOVELY S. DAYRIT
Division Manager C

Approved:


FRANCIS J. FERNANDEZ
General Manager C