



# PLARIDEL WATER DISTRICT

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## GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

### REFERENCES:

- ❖ 1987 Philippine Constitution
- ❖ Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Official and Employees"
- ❖ CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections"
- ❖ CSC Resolution No. 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)"
- ❖ CSC Memorandum Circular No. 2, series of 2013 on the "Revised Statement of Assets, Liabilities and Net Worth (SALN) Form"
- ❖ CSC Memorandum Circular No. 3, series of 2015 on the "Amendment to CSC Memorandum Circular No. 2, series of 2013 (Revised Statement of Assets, Liabilities and Net Worth [SALN] Form)"
- ❖ CSC 2025 Rules on Administrative Cases in the Civil Service
- ❖ Other pertinent laws, rules and regulations on the matter

### PURPOSE:

This is being issued to prescribe the guidelines on ensuring that the Plaridel Water District is compliant with the requirement of filing the Statement of Assets, Liabilities and Net Worth (SALN) as pertinent to the 1987 Constitution of the Republic of the Philippines mandates that all public officers and employees shall file a sworn Statement of Assets, Liabilities and Net Worth (SALN) upon assuming office and thereafter as required by law. Supplemented by Republic Act No. 6713, The same shall be accomplished under oath as the public has the right to know their assets, liabilities, net worth (SALN) and financial and business interests including their spouses and unmarried children below Eighteen (18) years of age living in their households. As it is endowed with public interest, there is a need to establish a review and compliance procedure in the filing and submission thereof.

### COVERAGE:

This guideline shall cover all the Plantilla-based personnel without distinction on the nature of appointment, rank, status or salary and the Board of Directors of Plaridel Water District.

## **GUIDELINES:**

### **1. Filing and submission of SALN**

- a. All Plantilla personnel and BOD Members shall file under oath their SALN and Disclosure of Business Interest and financial connections with the Human Resource Section under the Administrative Division, to wit;
  - Within Thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - 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 in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

### **2. Person authorized to review and evaluate the submitted SALN**

There shall be an assigned Review and Compliance Committee to receive, through the HR Section under the Administrative Division, and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

### **3. Duties of the Review and Compliance Committee**

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission (CSC) on or before May 15 of every year.

- 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

### **4. 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 office 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.

### **5. 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 procedures and within the given period pursuant to the of CSC MC No. 2, series of 2013 and as amended by CSC MC. No 3, series of 2015, 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 proceeding

pursuant to the 2025 Revised Rules on Administrative Cases in the Civil Service (RRACS) dated 30 April 2025. The offense of failure to file the SALN is punishable under Section 63 (B) (3) of Rule 10 (Administrative Offenses and Penalties) thereof, with the following penalties, unless otherwise stated:

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 or who submit their SALNs beyond the said period shall be considered as not having their SALNs, and shall be made liable for the offense of Failure to File SALN with the applicable penalties.

6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

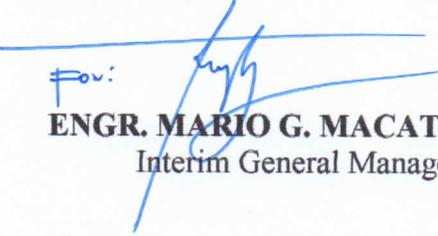
The HR Section under the Administrative Division shall transmit all original copies of SALNs received to the concerned offices on or before June 30 of every year unless otherwise extended by the proper authority.

This guideline shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

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