



DINALUPIHAN WATER DISTRICT

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SUBJECT : INTERNAL GUIDELINES ON REVIEW AND COMPLIANCE FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

REFERENCES

- 1987 Constitution of the Republic of the Philippines
- Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials 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 Network 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 Network (SALN)”

OBJECTIVE

The Constitution of the Republic of the Philippines requires public officers and employees to submit upon assumption of office and during such period as may be required by law, declaration under oath of their assets, liabilities and network (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, network 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 need to establish a review and compliance procedure in filing and submission thereof thus this Guidelines.

COVERAGE

These Guidelines shall cover All Plantilla-Based Personnel regardless of employment status.

CREATION OF REVIEW AND COMPLIANCE COMMITTEE (R&CC)

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The Committee shall be composed of the following:

- The Head of Agency who shall act as the Chairman
- Two (2) members, one (1) member shall come from the Finance Department and the other from the Human Resource Division (HRD) who shall also act as the member-secretary.

RESPONSIBILITIES OF THE HRD

The HRD shall submit to the Committee a Preliminary Report including the list of employees who:

- filed their SALNs complete,
- filed their SALNs incomplete, and
- did not file their SALNs on or before the 30th of March every year.

RESPONSIBILITIES OF THE R&CC

1. Review the report of the HRD and issue its findings, comments and recommendations as to completeness and form of the SALNs within seven (7) working days from the receipt of the preliminary report, e.g.
 - 1.1. Certification and signatures of Declarant and Co-Declarant spouses are complete, and if signature cannot be acquired, an explanation should be obtained;
 - 1.2. In case additional sheets are used, total number of pages should be indicated to avoid pulling out pages;
 - 1.3. All applicable information is supplied. Otherwise, “Not Applicable or N/A” should be indicated.
2. Prepare and submit to the Head of Agency a list of the following:
 - 2.1. Those who filed with complete data;
 - 2.2. Those who filed with incomplete data;
 - 2.3. Those who did not file.
3. Ensure that the original SALNs are timely submitted to the proper repository agencies.
4. Ensure that the copy of the Review and Compliance Procedure is posted to the Transparency Seal page at the DWD website not later than the deadline set by the proper authorities or agencies.

FILING AND SUBMISSION OF SALN

1. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business and Interest and Financial Connections with the Human Resource Division, to wit:
 - 1.1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/ her first day of office;
 - 1.2. On or before April 30th of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - 1.3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/ her last day of office.
2. 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).

MINISTERIAL DUTY OF THE HUMAN RESOURCE DIVISION PERSONNEL TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation from the Chairman of the SALN Review and Compliance Committee, it shall be the ministerial duty of the Human Resource Division Personnel to issue order requiring those who have incomplete data in their SALN to correct/ supply the information and those who did not file/ submit their SALNs to comply within a non-extendable period of three (3) days from the receipt of the said order.

Assets and/ or properties acquired, donated or transferred for a particular year, but were not declared on their SALN for that year, as the same came to his/ her knowledge only after he/ she has filed, corrected and/ or submitted his/ her SALN, must be declared or reflected in the next or succeeding SALN.

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

Failure to correct/ submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. From the recommendation of the Chairman of the SALN Review and Compliance Committee, a show-cause order shall be issued directing the concerned employee to submit his/ her comment or counter-affidavit, and if the evidence so warrants, the conduct of administration proceedings pursuant to the 2017 Rules on Administration Cases in the Civil Service shall commence.

- 1st offense – Suspension for one (1) month and one (1) day to six (6) months.
2nd offense – Dismissal from the service.

**TRANSMITTAL OF ALL SUBMITTED SALN TO THE CONCERNED AGENCIES
ON OR BEFORE JUNE 30TH OF EVERY YEAR.**

The Human Resource Division shall transmit all original copies of the SALNs to the concerned offices on or before June 30th of every year.

REPEALING CLAUSE

All issuances inconsistent with these Guidelines are deemed repealed or modified accordingly.

SEPARABILITY CLAUSE

Unless expressly repealed or superseded, any part of provision in this Guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

EFFECTIVITY

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

VIRGILIO P. MANALILI
Head of Agency, DWD

