



DINALUPIHAN WATER DISTRICT

Pag-asa Street, Brgy. Kataasan, Dinalupihan, Bataan
Tel. Nos. (047) 636-1325, 481-3717, 481-3718, 636-1296
Email add: dinalupihan_waterdistrict@yahoo.com website: dinalupihanwd.gov.ph

MEMORANDUM

DATE : September 25, 2019
SUBJECT : CREATION OF THE SALN REVIEW AND COMMITTEE
FROM : The General Manager

Pursuant to the pertinent provisions of RA no. 6713, Section 10 of the Code of Conduct and Ethical Standards for Public Officials, all government officials and employees are required to file their Statement of Assets, Liabilities and Net worth (SALN) every year. In view of the issued Memorandum Circular No. 2019-1, a provision issued by the Inter-agency task force on the Harmonization of National Government Performance Monitoring, Information and Reporting System, Section 5.5, which states, "Each Agency/department shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete and are in proper form.

Review and compliance committee shall be created with the following composition:

Chairperson : General Manager
Members : Department Head- Highest HRMO
HRMO Member, Admin. Staff

As such, the Committee shall review and ensure that the Statements of Assets, Liabilities and Net Worth Forms, prepared by officials and employees of DWD are properly accomplished and submitted on time of the prescribed form.

This order remain in force and in effect until otherwise revoked.


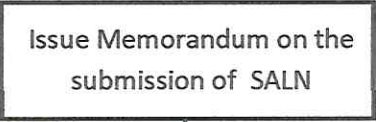
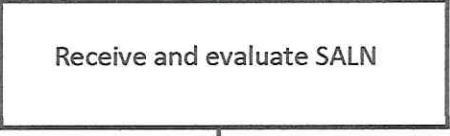
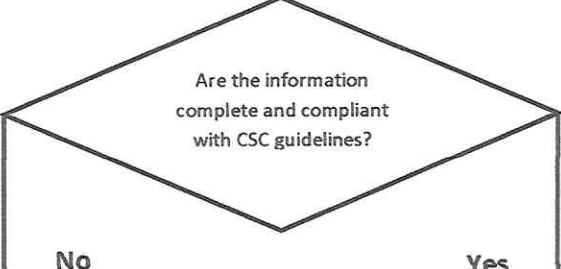
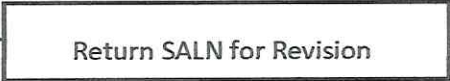


Virgilio P. Manalili
General Manager B



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REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)

ACTIVITY	PROCEDURE
	
	Issue Memorandum on the submission of SALN in three (3) copies
	Evaluate the completeness of the entries and compliance of the SALN submitted with the Civil Service Commission (CSC) guideline. Check on the following details: <ul style="list-style-type: none"> • Basic Information • Assets, Liabilities, and Net Worth • Real Properties (with exact location) • Personal Properties • Liabilities • Computation of Net Worth • Financial Connections and Business Interests • Relatives in the Government • Signatures (Declarant and Spouse if applicable) • Certifications (if applicable) • Paginations • Mark with "N/A" for the items that are not applicable • Duly notarized
	
	
	



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	Collate SALNs and check if all permanent Officials and employees have filed their SALN with the Human Resource Division in the prescribed period.
	Prepare the transmittal letter to the: a) Office of the Presidents Records Office, Malacañang b) Civil Service Commission – together with the summary the Summary List of the Filers, Certificate of Compliance and Alphabetical List of Officials and Employees who filed the SALN.
	Save the PDF copies of the SALN in the CD/flash drive.
	Submit the SALN of the officials to the OPRO Malacañang. Transmit all SALNs of the personnel to the CSCFO including the following: <ul style="list-style-type: none"> • Summary of List of Filers (using CSC Form); • Certification of Compliance (using CSC Form); • Receiving copy of transmittal letter to OP of SALN of the officials; and • Soft copy of Summary List of Filers
	Compile the SALNs for record purposes

Prepared by:

Joanne R. Torres
HR Officer

Certified Correct:

Juvy N. Piega
Department Manager

Noted:

Virgilio P. Manalili
General Manager