



Republic of the Philippines  
**PILI WATER DISTRICT**

Sta. Rita Agro Industrial Park ,San Jose ,Pili ,Camarines Sur  
☎ (054) 477 - 7136; (054) 477 - 7131/477 - 7133 Local 102 - 116  
✉ piliwd@yahoo.com 🌐 www.piliwaterdistrict.gov.ph



## OFFICE ORDER

RCN: OGM-051518-249-1

Date : May 15, 2018  
To : All PIWAD Personnel (Permanent & Casual)  
From : **PAULINO S. CUNANAN**  
General Manager  
Subject: **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF SALN**

Pursuant to CSC Resolution No. 1300455, the following Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections (SALN) is hereby established:

### BACKGROUND:

The annual filing of SALN is required under the 1987 Philippine Constitution and under Republic Act No. 6713, also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees". The law requires that all public officials and employees submit their SALN upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and networth (SALN). The SALN should contain the true, detailed, and sworn declaration of one's assets, liabilities, networth, business interests and financial connections as of the end of the preceeding year. As it is endowed with public interest, there is need to establish a review and compliance procedure in the filing and submission thereof thus this Office Order.

### COVERAGE:

This Office Order covers all Permanent and Casual personnel in the Office of the Pili Water District.

### GUIDELINES:

#### Section 1. Filing and Submission of SALN

- a. All Permanent and Casual shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative and Human Resource Division (AHRD), to wit:
  - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - iii. 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 SALN's. Items not applicable should be marked N/A ( not applicable)

#### Section 2. Persons authorized to review and evaluate the submitted SALN

A Review and Compliance Committee shall be created to receive, through the AHRD, 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.

### **Section 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 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.

### **Section 4. Ministerial Duty of the General Manager to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the General Manager 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 an non-extendable period of three (3) days from receipt of 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.

### **Section 5. 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. The General Manager shall issue a show-cause order directing the concerned employee 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 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

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

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

The AHRD shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

### **Section 7.**

This Office Order shall be posted in three (3) conspicuous places of the District.

### **EFFECTIVITY**

This Office Order shall take effect immediately.

  
**PAULINO S. CUNANAN** 