



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  
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Management System  
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## OFFICE ORDER

Date : February 11, 2020

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**

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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 Net worth and Disclosure of Business Interest and Financial Connections (SALN) is hereby established:

### I. 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 net worth (SALN). The SALN should contain the true, detailed, and sworn declaration of one's assets, liabilities, net worth, business interests and financial connections as of the end of the preceding 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.

### II. COVERAGE

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

### III. GUIDELINES

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

1. 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:
  - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  - c. 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 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 Office of the Ombudsman and other concerned agencies on or before June 30.**

The AHRD shall transmit all original (hard) copies of the SALNs received, together with electronic copies thereof, to the Office of the Ombudsman Central Office or its respective area or sectoral offices, on or before June 30 of every year.



**Section 7 Transmittal of SALN's after assumption of office or after separation from service.**

The AHRD shall submit all original (hard) copies of the SALN's of officials and employees received after their assumption of office or separation from service, together with electronic copies thereof, thirty (30) days upon receipt of such SALN's to the Office of the Ombudsman Central Office or its respective area or sectoral office.

**Section 9 Certification of Head of Agency/Office**

The list of officials and employees who filed their SALN's, which the AHRD is required to submit to the Office of the Ombudsman or its respective area or sectoral offices, shall be accompanied by a certification by the head of the agency concerned that the SALN's submitted electronically are faithful reproductions of the original copies submitted by the officials and employees of the office using the required format.

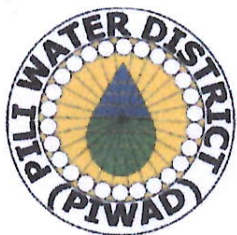
**Section 10 Publication/Posting**

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

**IV. EFFECTIVITY**

This Office Order shall take effect immediately.

  
**PAULINO S. CUNANAN** *Coord*



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Received copy of the Guidelines in the Review and Compliance Procedures in the Filing and Submission of SALN

CASUAL			
No.	NAME	POSITION	SIGNATURE
1	Adriano, Vivian P.	Project Planning & Development Assistant B	<i>[Signature]</i>
2	Archivido, Francis Jayrold D.	Storekeeper D	<i>[Signature]</i>
3	Contemplacion, Jeffrey V.	Engineering Aide A	<i>[Signature]</i>
4	Danila, Maria Arka C.	Information Systems Analyst 1	<i>[Signature]</i>
5	Decena, Czarina C.	Human Resource Management Asst.	<i>[Signature]</i>
6	Legisniana, Jesus C.	Water/ Sewerage Maintenance Man B	<i>[Signature]</i>
7	San Juan, Joan P.	Customer Services Assistant D	<i>[Signature]</i>
8	Sinfuego, Virgilio B.	Water Resources Facilities Operator C	<i>[Signature]</i>
9	Tutanes, Ma. Karina F.	Community Relations Assistant B	<i>[Signature]</i>





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PERMANENT			
NO.	NAME	POSITION	SIGNATURE
1	Abella, Alyana Marie S.	Utilities/Customer Services Assistant C	
2	Agor, Joan T.	Corporate Budget Officer B	
3	Almelia, Bernardo B.	Water Resources Facilities Operator A	
4	Arcangel, Domingo N.	Driver/Mechanic B	
5	Bacares, Ma. Corazon D.	Supervising Utilities/ Customer Service Officer	
6	Bacares, Von P.	Division Manager B	
7	Barde, Edna SJ.	Executive Assistant A	
8	Bascuña, Joyet A.	Utilities/Customer Services Assistant A	
9	Bersola, Shiela V.	Administrative/ General Services Chief B	
10	Betchayda, Bayani B.	Water/ Sewerage Maintenance Man B	
11	Bismonte, Rodiric B.	Water/Sewerage Maintenance Head	
12	Bonifacio, Ramil C.	Records Assistant	
13	Boquiron, Severino N., Jr.	Utilities/Customer Services Assistant A	
14	Borja, Elmer P.	Property/ Supply Officer A	
15	Burce, Manuel P.	Records Assistant	
16	Camo, Armando M.	Division Manager B	
17	Cayonte, Erna A.	Senior Corporate Accounts Analyst	
18	Celaje, Christian T.	Property/ Supply Assistant B	
19	Collao-Pato, Annafe	Division Manager B	
20	Cunanan, Paulino S.	General Manager B	
21	Demen, Jonathan N.	Water/ Sewerage Maintenance Man B	
22	Gonzaga, Joseph A.	Water Resources Facilities Tender A	
23	Gonzales, Jeanette B.	Financial Planning Assistant A	
24	Ibatan, Freddie N.	Water/Sewerage Maintenance Man B	
25	Japson, Joebel M.	Water Resources Facilities Technician	
26	Junsay, Ireneo F. Jr.	Water Resources Facilities Technician	
27	Leal, Jennifer B.	Utilities/Customer Services Assistant C	
28	Manrique, Arlo Andres O.	Utilities/Customer Services Assistant A	
29	Marcaida, Aileen R.	Senior Financial Planning Specialist	
30	Mayores, Jeremias D.	Utilities/Customer Services Assistant A	
31	Minor, Rodrigo DL., Jr.	Water/ Sewerage Maintenance Man B	
32	Molina, Marijean C.	Cashier A	
33	Mongoso, Rowena A.	Procurement Analyst B	
34	Navales, Judy B.	Principal Engineer D	
35	Olivares, Jorex B.	Senior Engineer B	
36	Plopinio, Arleen B.	Administrative/ General Services Chief B	
37	Rabe, Noel B.	Utilities/Customer Services Assistant A	
38	Ramboyoung, Ma. Riza O.	Accounting Processor A	
39	Rebancos, Jehan DLT.	Industrial Relations Mngt Assistant A	
40	Salamat, Von Harvey B	Plant Electrician C	
41	Salvino, Arthur R., III	Water/ Sewerage Maintenance Man B	
42	Valencia, Nilo T.	Utilities/Customer Services Officer B	
43	Violeta, Jose C.	Water Resources Facilities Operator A	





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**CASCADING EFFORTS**

**POSTING OF THE GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES  
IN THE FILING AND SUBMISSION OF SALN ON THE E-BULLETIN BOARD**

