



RCN: OGM-011421-036

OFFICE ORDER

Date : January 14, 2021

To : All PIWAD Personnel (Permanent & Casual)

From : **PAULINO S. CUNANAN**
General Manager B

Subject: **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF SALN**

Pursuant to Memorandum Circular No. 1 of the Office of the Ombudsman and 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 personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections to 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 use the prescribed Form 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 

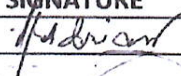
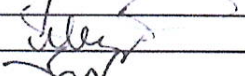
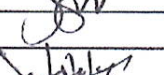
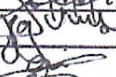
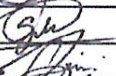
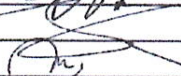
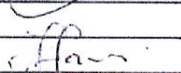









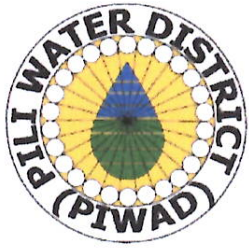
RECEIVED COPY OF GUIDELINE IN THE REVIEW AND COMPLIANCE
PROCEDURES IN THE FILING AND SUBMISSION OF SALN

PERMANENT

NO.	NAME	SIGNATURE
1	Abella, Alyana Marie S.	
2	Agor, Joan T.	
3	Almelia, Bernardo B.	
4	Arcangel, Domingo N.	
5	Bacares, Ma. Corazon D.	
6	Bacares, Von P.	
7	Barde, Edna SJ.	
8	Bascuña, Joyet A.	
9	Bersola, Shiela V.	
10	Betchayda, Bayani B.	
11	Bismonte, Rodiric B.	
12	Bonifacio, Ramil C.	
13	Boquiron, Severino N., Jr.	
14	Borja, Elmer P.	
15	Burce, Manuel P.	
16	Camo, Armando M.	
17	Cayonte, Erna A.	
18	Celaje, Christian T.	
19	Collao-Pato, Annafe	
20	Cunanan, Paulino S.	
21	Demen, Jonathan N.	
22	Gonzaga, Joseph A.	
23	Gonzales, Jeanette B.	
24	Ibatan, Freddie N.	
25	Japson, Joebel M.	
26	Junsay, Ireneo F. Jr.	
27	Leal, Jennifer B.	
28	Manrique, Arlo Andres O.	
29	Marcaida, Aileen R.	
30	Mayores, Jeremias D.	
31	Minor, Rodrigo DL., Jr.	
32	Molina, Marijean C.	
33	Mongoso, Rowena A.	
34	Navales, Judy B.	
35	Olivares, Jorex B.	
36	Plopinio, Arleen B.	
37	Rabe, Noel B.	
38	Ramboyong, Ma. Riza O.	
39	Rebancos, Jehan DLT.	
40	Romagosa, Ronald N.	
41	Salamat, Von Harvey B	
42	Salvino, Arthur R., III	
43	Valencia, Nilo T.	
44	Violeta, Jose C.	

CASUAL

No.	NAME	SIGNATURE
1	Adriano, Vivian P.	
2	Archivido, Francis Jayrold D.	
3	Bagnes, Liwayway B.	
4	Bascuña, Katrina N.	
5	Basilan, Joel Cyril B.	
6	Betchayda, Rey R.	
7	Contemplacion, Jeffrey V.	
8	Danila, Maria Arka C.	
9	Decena, Czarina C.	
10	Legisniana, Jesus C.	
11	Mapait, Leomar N.	
12	San Juan, Joan P.	
13	Sinfuego, Virgilio B.	
14	Tutanes, Ma. Karina F.	



Republic of the Philippines
PILI WATER DISTRICT

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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**

