



Republic of the Philippines
Province of Negros Occidental
MANAPLA WATER DISTRICT
B. Gallo St. Manapla, Negros Occidental
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**REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT
OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST
AND FINANCIAL CONNECTIONS**

OBJECTIVE:

This issuance prescribes the procedures for the submission and review of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as the Statement/s) of the officials and employees of this Agency in compliance with Section 10 of the Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards of Public Officials and Employees and Civil Service Commission Resolutions Nos. 1300455 and 1500088.

The primary use of the information on the SALN is to exhibit transparency and accountability.

This is provided for in Section 8 of RA 6713 to wit: "Public officials and employees have an obligation to accomplish and submit declarations under oath of, and the public has the right to know their assets, liabilities, networth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households."

COVERAGE:

These guidelines shall cover All Plantilla-Based Personnel of the Manapla Water District regardless of employment status.

GUIDELINES:

1. Filing and Submission of SALN

A. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Officer (HRMO), 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;

a. 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 SALNs. Items not applicable should be marked NIA (not applicable). The prescribed SALN Form Revised 2015 is downloadable from the CSC website www.csc.gov.

C. Declarations in the SALN shall have the following data: basic information, assets (real and personal properties), liabilities, net worth, financial connections and business interests, and relatives in government.

a. Real properties refer to properties which are immovable by nature (i.e. house and lot, land, building, condominium unit). Declaration of real properties shall include its description, kind, location, year and mode of acquisition, assessed value, current fair market value, acquisition cost, as well as improvements to the said properties.

b. Personal properties, on the other hand, refer to jewelry, appliances, furniture, motor vehicles, investments or other assets such as cash on hand, cash in bank, negotiable instruments, securities, stocks, bonds, and the like. Declaration of personal properties shall include description, mode, year, and cost of acquisition, or the value or amount of said personal properties.

c. Liability refers to financial liability or anything that can result to a transfer or disposal of an asset. This includes those incurred by the declarant and also those of his/her spouse and unmarried children below 18 years old living in his/her household.

d. The outstanding balance shall refer to the amount of money that is still due as of December 31 of the preceding calendar year.

e. Net worth is the sum of all assets (real and personal) less total liabilities. In computing one's net worth, add the acquisition cost of all real properties and the acquisition cost or amount/value of money of all personal properties, then subtract the total liabilities.

f. Business interests refer to declarant's existing interest in any business enterprise or entity, aside from his/her income from government. This shall include those of his/her spouse's and unmarried children's (below 18 years old and living in his/her household).

g. Financial connections refer to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered. Declaration shall include his/her spouse's and unmarried children's (below 18 years old and living in his/her household) financial connections.

h. The declarant shall also disclose his/her relatives working in government within the fourth civil degree of relationship, either by consanguinity or affinity.

i. Consanguinity refers to the relationship by blood from the same stock or common ancestor, while affinity refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband.

j. Relatives in the fourth degree of consanguinity include the declarant's first cousin.

k. Declarant should also declare his/her bilas (brother-in-law's wife or sister-in-law's husband), inso (wife of an elder brother or male cousin), and balae (parent of the declarant's son-in-law or daughter-in-law) in government.

2. Persons authorized to review and evaluate the submitted SALN

There shall be a designated Review and Compliance Committee of three (3) members to receive, through the HRMO and to evaluate if the same has been submitted on time, complete and in proper forms.

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.

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 a 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.

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 GM 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:


1 st offense -- Suspension for one (1) month and one (1) day to six (6) months

2 nd offense -- Dismissal from the service

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

The HRMO shall transmit all original copies of the SALNs received on or before June 30 of every year to the Ombudsman Regional Office, Iloilo City.

This Review and Compliance Procedure on SALN was signed and approved on September 25, 2018 by:


JANE BETH B. BESUEÑA
General Manager
Manapla Water District