



**REVIEW AND COMPLIANCE PROCEDURES IN THE FILLING AND
SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
(SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL
CONNECTIONS.**

**Section 1. Filling and Submission of Statement of Assets, Liabilities and Net worth
(SALN) and Disclosure of Business Interests and Financial Connections**

All officials and employees of the Cabagan Water District, except those hired under Contract of Services (COS) shall file under oath their duly accomplished Statement of Assets, Liabilities and Net worth (SALNs), Business Interests and Financial Connections to the Human Resource Management Officer (HRMO), within the required period, to wit:

1. Within thirty (30) days from the date of assumption of office, data provided should be reckoned from the date of his/her first day of office;
2. On or before April 30 of every year thereafter, data provided should be reckoned as of December 31 of the preceding year; and
3. Within thirty (30) days from the date of separation from the service, data provided should be reckoned from the date of his/her last day of office.

The HRMO shall forward to the CWD SALN Review and Compliance Committee the submitted SALNs of the officials and employees of the District for review and evaluation.

Section 2. Duties and Functions of the CWD SALN Review and Compliance Committee

The CWD Review and Compliance Committee shall discharge the following functions:

- 2.1 Establish a standard and procedure for the review and compliance with SALN requirements and determine whether they submitted on time, completely filled-out and accomplished in proper form;
- 2.2 In the event that the determination is made that a statement is not filed, incomplete or not in proper form, the Committee shall inform the reporting individual and direct him/her to take the necessary corrective action
- 2.3 Cascade the CWD Review and Compliance Procedure uses by the Review and Compliance Committee to all employees;
- 2.4 Submit to the General Manager, copy furnish the Civil Service Commission, on or before April 30 of every year, a report consisting of the list of the following:
 - a) Employees who filed their SALNs with complete data;
 - b) Employees who filed their SALNs with incomplete data; and
 - c) Employees who did not file their SALNs

- 2.5 Ensure that a scanned copy of the CWD Review and Compliance Procedure is uploaded in the Transparency Seal page of the CWD website not later than the deadline set every year by the Inter-Agency Task Force on Harmonization of National Government Performance Monitoring Information and Reporting Systems.

Section 3. Ministerial Duty of the General Manager

Upon receipt of the Report of the SALN Review and Compliance Committee, it shall be the ministerial duty of the General Manager to perform the following:

1. Issue an order requiring filers who submitted SALNs with incomplete data to correct or supply the needed information within a non-extendible period of thirty (30) days from receipt of such order;
2. Issue an order to those who did not file/submit their SALNs to comply within the non-extendible period of thirty (30) days from receipt of such order.

Section 4. Sanction for Failure to Comply

Failure of an official or employee or correct/submit his/her SALN in accordance with the prescribed rules shall be a ground for disciplinary action, without prejudice to criminal and civil liabilities that may arise therefrom.

The General Manager shall issue a Show Cause Order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. Failure to file SALN shall be punishable with the following penalties:

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

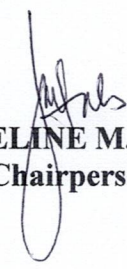
Section 5. Transmittal of all submitted SALNs to the Office of the Ombudsman on or before June 30

The Human Resource Management Officer (HRMO) shall transmit the original copies of the SALN's submitted, together with the corresponding electronic copies in PDF format, saved in a compact disc or flash drive on or before June 30 of every year, to the Office of the Ombudsman for Luzon. A sworn certification issued by the General Manager stating therein that the electronically submitted SALNs are faithful reproduction of the original copies submitted and transmitted to the Office of the Ombudsman for Luzon.


Section 6. Effectivity

These guidelines shall take effect immediately upon approval of the General Manager and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.


CWD SALN REVIEW AND COMPLIANCE COMMITTEE:



JACQUELINE M. TALAUE
Chairperson



AIDA Z. LAGGUI
Member



JOEFFREY M. MALABAD
Member