



BAGUIO WATER DISTRICT

"Serving Mankind is Serving God"



GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

Section 1. Rationale

The 1987 Constitution of the Republic of the Philippines under Article XI Section 1 and Section 8 of the Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", requires public officers and employees to submit upon assumption of office and during such period as maybe required by law, a declaration under oath of their assets, liabilities and net worth (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, net worth and financial and business interests including their spouses and unmarried children below eighteen (18) years of age living in their households. As it is endowed with public interest, there is a need to establish a review and compliance procedure in the filing and submission thereof.

Section 2. Objectives

- To enjoin all public officials and employees to declare and submit annually a true, detailed, and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connection, and to declare to the best of their knowledge their relatives who are in government service; and
- To ensure that the assets, liabilities, net worth, financial connections and business interests of the declarant's spouse and unmarried children below eighteen (18) years of age living in declarant's household are also disclosed.

Section 3. Coverage

The guideline covers all permanent and casual employees of the Baguio Water District.

Section 4. Filing and Submission of SALN

- a. All officials and employees of the water district, EXCEPT those who serve in an official honorary capacity, without service credit or pay, temporary laborers and contractual workers, shall file under oath their SALNs and Disclosure of Business Interest and Financial Connections and submit to the Human Resources Management Office (HRMO), within the following periods:
 - Within thirty (30) days after the assumption of office, statements of which must be reckoned as of the first day of office;

- On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 - Within thirty (30) days after separation from the service, statements of which must be reckoned as the last day of office.
- b. Employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under these rules.
- c. All employees are strictly required to fill in all applicable information and/or make a true and detailed statements in their SALNs. Items not applicable should be marked N/A.

Section 5: Review and Evaluation of the Submitted SALN

There shall be a designated Review and Compliance Committee to receive, through the HRMO, 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 6: Duties of the BWD SALN Review and Compliance Committee

The HRMO shall be designated as the BWD SALN Review and Compliance Committee. Upon receiving the SALN Forms, the BWD SALN Review and Compliance Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the employee. Items not applicable should be marked N/A.

The Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the General Manager, copy furnished the Civil Service Commission (CSC), 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 7. Ministerial Duty of the General Manager to issue Compliance Order

Within five (5) days from 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 required information and those who did not file/submit their SALNs to comply within a non-extendable period of three (3) days from receipt of the said order.

Assets and/or properties acquired, donated and transferred in the name of the declarant for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she had filed, corrected and/or submitted his/her SALN, must be declared ore reflected in the declarant's succeeding SALN.

Section 8: Sanction for Failure to Comply/Issuance for a Show-Cause Order

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedures stated and within the given period pursuant to the directive in Section 3 of CSC MC. No. 3 s. 2013 dated January 4, 2013 shall be ground for disciplinary action. 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 the administrative proceedings pursuant to the 2017 Revised Rules on Administrative Case in the Civil Service (2017 RRACS). The offense of Failure to File SALN is punishable under Section 50 (D.4.) Rule X thereof, 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

Public officials and employees who fail to comply within the thirty (30) days period required under Section 4 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN.

Section 9. Transmittal of All Submitted SALNs

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

Section 10. Penalty

The General Manager and the HRMO who failed to perform their duties may be held liable for neglect of duty under Section 46, Chapter 7, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 of the Civil Service Commission (Executive Order No. 292).

These guidelines shall take effect immediately and shall remain in force unless revoked, cancelled, or superseded by a subsequent issuance.


ENGR. SALVADOR M. ROYECA
General Manager