



IRIGA CITY WATER DISTRICT

RUFINO LLAGAS SR. ST., SAN ROQUE, IRIGA CITY

Tel. Nos. (054) 299-6504*Telefax (054) 299-5709

MEMORANDUM

TO : ALL ICWD EMPLOYEES

FROM : GENERAL MANAGER

DATE : 3 January, 2018

SUBJECT : GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING OF AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Pursuant to the pertinent provisions of Republic Act 6713 otherwise known as the "**CODE OF CONDUCT AND ETHICAL STANDARDS FOR PUBLIC OFFICIALS AND EMPLOYEES**", section 8 stipulates: *Statements and Disclosure*. - 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, net worth and financial and business interests including those of their spouses and of unmarried children under eighteen (18) years of age living in their households, the IRIGA CITY WATER DISTRICT hereby constitute SALN Review and Compliance Committee with the following composition:

Chairperson/Alternate : ROMULO M. CORPORAL, JR.
General Manager

Member : ANALENE A. IDIOMA
Admin. Service Officer

GUIDELINES

I. FILING and SUBMISSION OF SALN

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

i. Within thirty(30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;



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ii. On or before April 30 every year thereafter, statements of which must be reckoned as of the end of the preceding year;

iii. 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 N/A (not applicable).

II. PERSONS AUTHORIZED TO REVIEW AND COMPLIANCE COMMITTEE

The Human Resource Management Officer (HRMO) of the Review and Compliance Committee shall receive copies of employees' SALN and 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.

III. 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 of 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 incomplete data, and
- c. Those who did not file their SALNs.



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IV. MINISTERIAL DUTY THE CHAIRPERSON TO ISSUE COMPLIANCE ORDER

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Chairperson 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 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 filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

V. 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 shall be ground for disciplinary action. The Head of Agency 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 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 |



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VI. 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 to the Office of the Ombudsman/Concerned Office, list of employees to the Civil Service Commission Field Office.

For your information, guidance and compliance.

ROMULO M. CORPORAL JR.
General Manager