


**BALIWAG WATER DISTRICT**

Baliwag, Bulacan

**HRD MEMORANDUM CIRCULAR NO.**

**2023-188**

**TO :** ALL PERMANENT AND CASUAL EMPLOYEES

**FROM :**   
**LORENZA H. FERNANDO** *na krom*  
Department Manager – Human Resource

**SUBJECT :** **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**

**DATE :** **SEPTEMBER 12, 2023**

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Pursuant to Inter-Agency Task Force Memorandum Circular No. 2023-1, Baliwag Water District hereby promulgates the Guidelines in the Review and Compliance Procedures in the Filing and Submission of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections. Please see attached Guidelines for your reference.

For your information.

Noted by:

  
**MA. TERESA F. RAMOS**  
AGM – Admin. & Fin. Group

  
**ENGR. MA. VICTORIA E. SIGNO**  
General Manager



# Baliwag Water District

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

### **REFERENCES:**

- 1987 Philippine Constitution
- Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”
- CSC Memorandum Circular No. 10, series of 2006 on the “Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections”
- CSC Resolution Number 1300455 dated March 4, 2013 on the “Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN)”

### **OBJECTIVE:**

The Constitution of the Republic of the Philippines requires public officers and employees to submit 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 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 need to establish a review and compliance procedure in the filing and submission thereof.

### **COVERAGE:**

This guideline covers All Plantilla-Based Personnel of Baliwag Water District regardless of employment status.

### **GUIDELINES:**

#### **Section 1. Filing and Submission of SALN**

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



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

## **Section 2. Persons authorized to review and evaluate the submitted SALN**

There shall be a designated Review and Compliance Committee to receive, through the HRD, 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 Head of Office to issue Compliance Order**

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office 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 thirty (30) days from receipt of said order.



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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 of an official to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 of CSC MC No. 3, s. 2013 dated January 24, 2013 shall be a ground for disciplinary action. The Head of Office 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 proceeding pursuant to the 2017 Revised Rules on Administrative Cases in the Civil Service (RRACS) dated July 03, 2017.. The offense for failure to file SALN is punishable under Section 46 (D) (8) of Rule X thereof, with the following penalties:

- 1<sup>st</sup> offense** - **Suspension for one (1) month and one (1) day to six (6) months**
- 2<sup>nd</sup> offense** - **Dismissal from service**

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

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

## Section 7. Effectivity

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

ENGR. MA. VICTORIA E. SIGNO  
Head of Agency



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