



BALIWAG WATER DISTRICT

Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006

Tel. No.: (044) 766-2618

E-mail Address: official@baliwagwd.com.ph

Social Media Accounts: @baliwagwd

BWD Website: www.baliwagwd.com.ph



BAGONG PILIPINAS

GUIDELINES ON THE FILING, SUBMISSION, REVIEW, CUSTODY, AND DISCLOSURE OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

I. REFERENCES:

- 1987 Philippine Constitution
- Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”
- CSC Memorandum Circular No. 14, s. 2025 or the Omnibus Rules on the Filing and Submission of the Statement of Assets, Liabilities, and Net Worth (SALN)
- Office of the Ombudsman Memorandum Circular No. 3, s. 2025 – Guidelines on Public Access to Statements of Assets, Liabilities and Net Worth (SALNs) filed with the Office of the Ombudsman

II. OBJECTIVES:

These Guidelines establish the procedures for the filing, submission, review, custody, transmittal, and authorized disclosure of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections to ensure compliance with applicable laws and regulations, promote transparency, accountability, integrity in public service, and protection of personal information.

III. COVERAGE:

These guidelines shall apply to all officials and employees of Baliwag Water District who are required by law to file SALNs, regardless of employment status, including permanent, temporary, coterminous, contractual, and other personnel covered by applicable laws and regulations.

IV. GUIDELINES AND PROCEDURES

SECTION 1. FILING AND SUBMISSION OF SALN

A. WHO SHALL FILE

All officials and employees of Baliwag Water District who are required under Republic Act No. 6713, CSC Memorandum Circular No. 14, s. 2025, and other applicable laws, rules, and



ISO 9001: 2015 Certified



BALIWAG WATER DISTRICT

Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006

Tel. No.: (044) 766-2618

E-mail Address: official@baliwagwd.com.ph

Social Media Accounts: @baliwagwd

BWD Website: www.baliwagwd.com.ph



BAGONG PILIPINAS

regulations shall file under oath their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections with the Human Resource Management Officer (HRMO), which shall serve as the official receiving officer of the District.

B. PERIOD OF FILING

The SALN shall be filed within the following periods:

1. **Within thirty (30) days after assumption of office**, statements of which must be reckoned as of declarant's first day of service;
2. **On or before April 30 of every year thereafter**, statements of which must be reckoned as of December 31 of the preceding year; and
3. **Within thirty (30) days after separation from the service**, statements of which must be reckoned as of the declarant's last day in office.

All officials and employees who assumed office within a given calendar year are no longer required to comply with the Annual filing requirement (Item 2) for that specific year of assumption.

C. FORM AND EXECUTION

The SALN shall be accomplished using the latest forms prescribed by the Civil Service Commission. It shall be personally accomplished by the filer, signed under oath before a person authorized to administer oaths, and submitted within the prescribed period.

All officials and employees shall submit three (3) original copies of the SALN to the HRMO. The first copy shall be given to the review and compliance committee for transmittal to the repository agency, the second copy shall be filed in the 201 file of the declarant, and the third copy shall be given to the declarant as personal copy.

D. COMPLETENESS AND ACCURACY OF ENTRIES

The filer shall ensure that all applicable portions of the SALN are completely, truthfully, and accurately accomplished. All required information shall be disclosed in accordance with Republic Act No. 6713 and the applicable rules. Items that are not applicable shall be marked "N/A" (Not Applicable). No required field shall be left blank.



ISO 9001: 2015 Certified



BALIWAG WATER DISTRICT

Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006

Tel. No.: (044) 766-2618

E-mail Address: official@baliwagwd.com.ph

Social Media Accounts: @baliwagwd

BWD Website: www.baliwagwd.com.ph



BAGONG PILIPINAS

E. DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

The required Disclosure of Business Interests and Financial Connections shall form an integral part of the SALN and shall include all business interests, financial connections, and other disclosures required by law, including those pertaining to the filer, the filer's spouse, and unmarried children below eighteen (18) years of age living in the filer's household.

If the spouse of the declarant is not a public official or employee, the spouse's paraphernal or capital property shall not be declared in the SALN and shall not be included in the computation of the declarant's net worth.

Spouses who are both public officials and employees have the option to file their SALN either jointly or separately.

F. RECEIPT AND CUSTODY

Upon receipt of the SALN, the HRMO shall acknowledge the submission and maintain custody of the documents pending review and evaluation by the Review and Compliance Committee. The HRMO shall ensure the proper safekeeping, filing, and records management of all SALNs in accordance with CSC Memorandum Circular No. 14, s. 2025, Office of the Ombudsman Memorandum Circular No. 3, s. 2025, the Data Privacy Act of 2012, and other applicable laws and regulations.

SECTION 2. REVIEW AND COMPLIANCE PROCEDURE

There shall be a Review and Compliance Committee designated by the Head of Agency in accordance with CSC Memorandum Circular No. 14, s. 2025.

The Committee shall review the SALNs submitted through the Human Resource Management Officer (HRMO) to determine whether they were filed within the prescribed period, are complete in form, and comply with the requirements of Republic Act No. 6713 and applicable CSC rules.

The Committee shall notify concerned officials and employees of any deficiencies and required appropriate action within the period prescribed by applicable rules.



ISO 9001: 2015 Certified



BALIWAG WATER DISTRICT

Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006
Tel. No.: (044) 766-2618
E-mail Address: official@baliwagwd.com.ph
Social Media Accounts: @baliwagwd
BWD Website: www.baliwagwd.com.ph



SECTION 3. TRANSMITTAL AND DISCLOSURE OF SALNS

A. TRANSMITTAL OF SALNS TO THE REPOSITORY AGENCY

The HRMO shall facilitate the transmittal of the final original copies of the processed Statements of Assets, Liabilities and Net Worth (SALNs) to the Office of the Ombudsman on or before **May 31** of every year.

The transmittal shall be accompanied by the **Summary Report certified by the Head of the Agency listing compliant and non-compliant personnel**, in accordance with Office of the Ombudsman Memorandum Circular No. 3, s. 2025.

B. DISCLOSURE AND ACCESS TO SALNS

Access to and disclosure of SALNs shall be governed by Republic Act No. 6713, Office of the Ombudsman Memorandum Circular No. 3, s. 2025, the Data Privacy Act of 2012, and other applicable laws, rules, and regulations.

Requests for access to or copies of SALNs shall be processed in accordance with the procedures prescribed under applicable laws and regulations and shall be subject to limitations on disclosure, including the protection of personal and sensitive personal information under the Data Privacy Act of 2012.

C. SUBMISSION OF CORRECTED, AMENDED, OR SUPPLEMENTARY SALNS

Pursuant to Office of the Ombudsman MC No. 3, s. 2025, if an employee submits a corrected, amended, or supplementary SALN to the HRMO, the HRMO is strictly responsible for forwarding a copy of such corrected filing to the appropriate Office of the Ombudsman within thirty (30) calendar days from the date of the correction. Both the original and corrected copies shall be maintained on record.

V. NON-COMPLIANCE AND ADMINISTRATIVE LIABILITY

Officials and employees who fail to file, submit, correct, or comply with the requirements for the filing of their Statement of Assets, Liabilities and Net Worth (SALN) within the prescribed period shall be subject to the review and compliance procedures provided under these Guidelines.

Failure to submit the required SALN, failure to correct and submit the SALN within the prescribed period, or failure to disclose or misdeclaration in bad faith of any asset, liability,



ISO 9001: 2015 Certified



BALIWAG WATER DISTRICT

Col. Tomacruz St., Poblacion, Baliwag City, Bulacan 3006

Tel. No.: (044) 766-2618

E-mail Address: official@baliwagwd.com.ph

Social Media Accounts: @baliwagwd

BWD Website: www.baliwagwd.com.ph



business interest, financial connection, or relative in the government in the SALN shall constitute a violation of Section 8 of Republic Act No. 6713 and shall be subject to the penalties pursuant to CSC Memorandum Circular No. 14, s. 2025 (Omnibus Rules on the Filing and Submission of the SALN).

The penalties for such violations shall be:

- a. **First offense** – Suspension of one (1) month and one (1) day to six (6) months; and
- b. **Second offense** – Dismissal from the service.

The imposition of the foregoing penalties shall be without prejudice to the filing of other appropriate administrative charges under the 2025 Rules on Administrative Cases in the Civil Service (RACCS) and other applicable laws, rules, and regulations.

VI. EFFECTIVITY

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

ENGR. MA. VICTORIA E. SIGNO
General Manager



ISO 9001: 2015 Certified