

**BALIWAG WATER DISTRICT**

Baliwag, Bulacan

**HRD MEMORANDUM CIRCULAR NO.**

**2020-063**

**TO : ALL PERMANENT AND CASUAL EMPLOYEES**

**FROM : LORENZA H. FERNANDO**  
Division Manager – A/OIC – Human Resource Department

**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 : AUGUST 03, 2020**

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Pursuant to Inter-Agency Task Force Memorandum Circular No. 2020-1, 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

  
**ARTEMIO F. BAYLOSIS**  
General Manager



# Baliwag Water District

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Tel. Nos. : (044) 766-2618 / (044) 798-0370 / (044) 798-0372  
Fax No. : (044) 766-3737  
[www.baliwagwd.com](http://www.baliwagwd.com)

## CERTIFICATION

This is to certify that no changes have been made from the previous year's Establishment and Conduct of Agency Review and Compliance of Statement of Assets, Liabilities and Net Worth (SALN).

This Certification is issued this 28<sup>th</sup> day of July, 2020 for all legal intents and purposes it may serve.

  
**ARTEMIO F. BAYLOSIS**  
General Manager



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## **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH 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 Official and Employees
- CSC Memorandum Circular No. 10, series of 2010 on the "Review and Compliance Procedure in the Filing and submission of Statement of Assets, Liabilities and Networth 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 Networth (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 maybe required by law, a declaration under oath of their assets, liabilities and networth (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, networth 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.

### **COVERAGE:**

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

### **GUIDELINES:**

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

- a. All Plantilla Personnel shall file under oath their SALN and Disclosure of Business Interest and 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)

## 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.

## 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.

## 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-extendible period of thirty (30) days from receipt of the said order.



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## 5. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure of an official or employee to correct/submit his/her SALN in accordance with 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 3, 2017. The offense of 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 the service**

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of Suspension of One (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.

## 5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

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

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

  
**ARTEMIO F. BAYLOSIS**  
Head of Agency



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