



GUIDELINES ON THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

OBJECTIVE:

Section 8 of the Republic Act No. (RA) 6713 requires public officers and employees to accomplish and file under oath their Statement of Assets, Liabilities, and Networth (SALN) and Disclosure of Business Interests and Financial Connections including those of their spouses and unmarried children below eighteen (18) years of age living in their households.

Section 10 of the Republic Act (RA) No. 6713 authorize to establish a Review and Compliance procedure in the filing and submission of Statement of Assets, Liabilities, and Networth (SALN) and Disclosure of Business Interests and Financial Connections (SALN) to determine whether said statements have been properly accomplished.

REFERENCES:

- 1987 Philippine Constitution
- Republic Act No. 6713 (RA 6713) or the Code of Conduct and Ethical Standards for Public Officials and Employees
- CSC Memo Circular 10, s. 2006 Adopting CSC Resolution No. 06-0231 dated February 1, 2006 as amended by CSC MC No. 3, s. 2013 dated January 4, 2013
- CSC Resolution No. 1300455 dated March 4, 2013
- Office of the Ombudsman MC No. 2 dated August 2, 2017
- CSC Memo Circular No. 3 s.2015 dated February 17, 2015

SECTION 1. Filing and Submission of SALN on Time and to the Proper Official

- a. All public officials and employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Disclosure of Business Interests and Financial Connections with the Human Resource Management Office, to wit:
 1. **Within thirty (30) days** after assumption of office, statements of which must be reckoned as of his/her first day of service;
 2. **On or before April 30** of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
 3. **Within thirty (30) days** after separation from the service, statements of which must be reckoned as of his/her last day of service.
- b. Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under these rules.



- c. Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

SECTION 2. Persons Authorized to Review and Evaluate the Submitted SALN

There shall be a designated Review and Compliance Committee to receive, through the Human Resource Management Section and to evaluate if the SALN has been submitted on time, complete and in proper form, render opinion interpreting the provisions on review and compliance procedure in the filing thereof. The SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

SECTION 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall submit a list of the following employees in alphabetical order to the General Manager of Santa Maria Water District (SMWD) on or before May 15 of every year.

1. Those who filed their SALNs with complete date;
2. Those who filed their SALNs but with incomplete data; and
3. Those who did not file their SALNs

SECTION 4. Ministerial Duty of the Head of Office to issue Compliance Order

Within five (5) days upon 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 said Order.

Assets and/or properties acquired, donated or transferred in the name of the filer 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 has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

SECTION 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 the procedure and within the given period pursuant to the directive in Section 4 hereof 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 administrative proceedings pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS). The offense of failure to file SALN is punishable under Section 46 (D)(8) of 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) day 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*** 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.*

The Head of Office or the Head of the HRMO who fail to comply with the provisions of CSC Resolution No 06-231 dated February 1, 2006, as amended, shall be liable for ***Simple Neglect of Duty***, which shall be punishable by *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.*

SECTION 6. Submission of SALNs to the Office of the Ombudsman

(Office of the Ombudsman MC 2 dated August 2, 2017)

The Head of the HRMO shall transmit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year to the office of the Deputy Ombudsman Central Office, as specified under Civil Service Commission Resolution No. 1500088, promulgated on January 23, 2015.

The list of officials and employees who filed their SALNs shall be accompanied by a certification by the General Manager of SMWD that the SALNs submitted electronically are faithful reproductions of the original copies submitted by its officials and employees using the format stated in Memorandum Circular No. 2 issued by the Office of the Ombudsman on August 2, 2017

Signed:

ENGR. CARLOS N. SANTOS JR.
General Manager