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|  | Republic of the Philippines Angeles City Water District Pampang Road, Brgy. Lourdes Northwest, Angeles City, Pampanga | Form No. AHR |
| | Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interest and Financial Connections | Control No. 2019-9- 001-HRD Rev. No. 00 Rev. Date: 9/1/2019 |

REFERENCES:

- 1987 Philippine Constitution
- Republic Act No. 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”
- CSC Memorandum Circular No. 10, S. 2006 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 Nos. 1300455 and 1500088
- IATF AO 25 Memorandum Circular No. 2018-1, s. 2018

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 networth (SALN). The same shall be accomplished under oath as the public has the right to know their SALN and financial and business interest 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 thus this guideline.

COVERAGE:


These Guidelines shall cover all Plantilla-Based Personnel regardless of employment status.

GUIDELINES:

Section 1. Filing and Submission of SALN

- a. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Human Resource Management Section, to wit:
 1. Within thirty (30) days after assumption of office, statement of which must be reckoned as his/her first day of office;
 2. On or before January 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year;
 3. Within thirty (30) days after separation from the service, statement of which must be reckoned as of his/her last day of office;
 4. Employees are strictly required to fill in all applicable information and/or make a true detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

Section 2. Person authorized to review and evaluate the submitted SALN

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There shall be a designated Review and Compliance Committee to receive, through the HRM section 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. The SALN Review and Compliance Committee shall be composed of the following:

- Assistant General Manager A- Administrative, Finance and Commercial Services Departments as **Chairperson**
- Division Manager A – Human Resources Management Section as **Member**
- Division Manager A – Financial Services Division as **Member**
- Human Resource Management Personnel as **Secretariat**

The Committee shall determine whether the SALN submitted by the officials and employees is submitted on time, accomplished completely and within the prescribe format and monitor the existing guidelines on filing SALN.

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 Human Resource Management Section on or before January 31st 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 the Human Resource Management Section to Issue Compliance Order


Immediately upon receipt of the aforementioned list and recommendation from the Chairman of the SALN Review and Compliance Committee, it shall be the ministerial duty of the head of the HRM section to issue order requiring those who have incomplete data in their SALN to correct/supply the information and those who did not file/submit their SALN to comply within a non-extendable period of three (3) days from the receipt of the 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 has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the next or succeeding SALN.

Section 5. Procedural Guidelines.

a. Step 1

The HRM section shall submit proper SALN forms to all officials and employees, the respective Division Manager of each departments/divisions shall be responsible for the dissemination of forms.

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b. Step 2

All accomplished SALN forms shall be forwarded/submitted to HRM section.

c. Step 3

All received SALN forms shall be reviewed and evaluated the SALN Review and Compliance Committee.

d. Step 4

The SALN Review and Compliance Committee shall submit a list of employees in alphabetical order who:

- Filed their SALNs with incomplete data
- Filed their SALNs with complete data/information
- Did not file SALN

e. Step 5

Immediately upon receipt of the list, the HRM head shall 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 SALN to comply within a non-extendable period of three (3) days upon receipt of the said order.

f. Step 6

The SALN review and compliance committee shall submit to the concerned agencies the original SALN of employees as a manner required by the regulatory agencies.

SANCTIONS


Failure to correct/submit SALNs in accordance with the procedure and within the given period shall be ground for disciplinary action. The chairman of the committee thru the Human resource management division manager shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit; and if evidence warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS). The offense of failure to file SALN shall be:

1st offense – suspension for one (1) month and one (1) day to six (6) months

2nd offense – dismissal from the service

TRANSMITTAL OF ALL SUBMITTED SALN TO THE CONCERNED AGENCIES ON OR BEFORE APRIL 30th OF EVERY YEAR

The SALN review and compliance committee together with the Human Resource Management Section shall transmit all original copies of SALN, including electronic copies to the concerned offices on or before April 30 of every year.

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SEPARABILITY CLAUSE

Unless expressly repealed or superseded, any part of provision in this Guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

EFFECTIVITY

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

ENGR. REYNALDO C. LIWANAG
 General Manager A