



REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

OBJECTIVE

In compliance with Rule VII of Republic Act 6713, otherwise known as the ***“Code of Conduct and Ethical Standards for Public Officials and Employees”*** and Civil Service Commission Memorandum Circular No. 10 s. 2006, No. 02 s. 2015 and 03 s.z 2013 respectively requires public officers and employees to accomplish and file under oath their Statement of Assets, Liabilities, 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.

This guidelines prescribes the procedures for the Review and Compliance in the Filing and Submission thereof

COVERAGE

This Guidelines shall cover All regular Plantilla Positions and the Board of Directors of the Silay City Water District.

GUIDELINES

I. FILING AND SUBMISSION OF SALN ON TIME AND TO THE PROPER OFFICIAL

- a. All regular Plantilla Positions and the Board of Directors shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative and General Services Division , to wit:
 - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
 - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
 - iii. 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 NIA (not applicable).

II. PERSONS AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN

There shall be a designated Review and Compliance Committee, through the Administrative and General Services Division to receive 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.

III. 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.*

IV. MINISTERIAL DUTY OF THE HEAD OF OFFICE TO ISSUE COMPLIANCE ORDER

Immediately 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 an non-extendable period of three (3) 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 this/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 next or succeeding SALN.

V. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW-CAUSE ORDER

Failure of an official or employee to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Number IV hereof shall be a ground for disciplinary action. The Head of Agency shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for 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

**VI. TRANSMITTAL OF ALL SUBMITTED SALNS TO THE CONCERNED AGENCIES
ON OR BEFORE JUNE 30.**

The Administrative and General Services Division shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

EFFECTIVITY

This Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance and all concerned shall be guided accordingly.

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