



## LEMERY WATER DISTRICT GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH

### RATIONALE

This is to prescribe the procedures for the submission, review, and compliance of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (SALN) of all the regular employees of the Lemery Water District in compliance with Rule VII of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees" and Civil Service Commission (CSC) Memorandum Circular No. 10, s. of 2006, Memorandum Circulars No. 2 and 3, s. of 2013, and the Lemery Water District Review and Compliance Committee which has established under Board Resolution No. 020, s. 2021 and Office Order dated OCTOBER 1, 2021 sets the following Guidelines in the review and compliance procedure in the filing of the Statements of Assets, Liabilities, and Net Worth (SALN), to wit:

The Review and Compliance Committee is composed of the following:

Chairperson : Maria Cecilia M. Mendoza  
Administrative Chief C

Members: Aldwin O. Bandalaria  
Sr. Industrial Relations Management Officer B

Josephine S. Manabat  
Administration Services Assistant A

### COVERAGE:

All Plantilla-Based Personnel regardless of employment status.

### GUIDELINES:

#### Section 1: Filing and submission of SALN on Time and to the Proper Official

- a. All Plantilla-Based Personnel shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Administrative Division through the Administrative Chief C, 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 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).

## **Section 2. Persons authorized to review and evaluate the submitted SALN.**

There shall be designated Review and Compliance Committee to receive, through the HRMO and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provision on review and compliance procedure in the filing thereof.

## **Section 3. Duties of the LEWAD SALN 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 the agency copy furnished the Office of the Civil Service Commission on or before May 15 of every year:

- a. Those who filed their SALN's with complete data;
- b. Those who filed their SALN's but with incomplete data;
- c. Those who did not file their SALN's.

## **Section 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 Agency 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 SALN to comply within a non-extendible period of thirty (30) days from receipt of the said order.

## **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 the Agency 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 warrant, proceed with the conduct of the administrative proceedings, pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), Resolution No. 1101902 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46 (0)(8) of Rule X thereof, with the following penalties:

- 1<sup>st</sup> offense – Suspension for one (1) day to six (6) months
- 2<sup>nd</sup> offense - Dismissal from the service





Republic of the Philippines  
LEMERY WATER DISTRICT  
Carnero Subdivision, Lemery, Batangas

Tel No.: (043) 406 1776  
E-mail Add.: [lemerywd@yahoo.com](mailto:lemerywd@yahoo.com)  
Website: [lemerywaterdistrict.ph](http://lemerywaterdistrict.ph)

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 or not having filed their SALNs, and shall be made liable for the offense of failure to file with a penalty of suspension of one (1) and one (1) day to six (6) month for the first offense, and dismissal from the service for the second offense.


Heads of Agencies/ Offices 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 service for the second offense.

**Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30**

The HRMO shall submit all original copies of the SALNs received on or before June 30 of every year to the Office of the Ombudsman for Luzon.

**EFFECTIVITY**

This Review and Compliance Procedure of Financial Statements and Disclosures shall take effect immediately and all concerned shall be guided accordingly.



**HYDEE DELA LUNA-RAMIREZ, CE, DPA, AER**  
General Manager

Date: October 1, 2021