



REVIEW AND COMPLIANCE PROCEDURE IN FILING AND SUBMISSION OF SALN AND DISCLOSURE OF BUSINESS AND FINANCIAL CONNECTIONS

I. Legal Basis

This procedure is anchored on:

- Article XI, Section 17 of the 1987 Philippine Constitution
- Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)
- CSC Resolution No. 060231, as amended
- Civil Service Commission Memorandum Circulars on SALN filing
- COA Circular No. 2023-006 (where applicable)

II. Coverage

This procedure shall apply to all officials and employees of LEWAD, whether permanent, temporary, casual, contractual, or coterminous, including:

- Members of the Board of Directors
- Department and Section Heads
- Rank-and-file employees

III. Schedule of Filing

SALN and Disclosure of Business and Financial Connections shall be filed:

1. On assumption of office
2. On or before April 30 of every year
3. Within thirty (30) days after separation from service

IV. Responsible Offices

- Human Resource Management Office (HRMO) – Primary custodian and compliance monitoring
- Administrative Services Division – Documentation and records management
- Office of the General Manager – Oversight and enforcement

V. Procedure

A. Issuance of Notice and Forms



B. Accomplishment and Submission

1. Concerned officials and employees shall:
 - o Fully and truthfully accomplish the SALN form;
 - o Declare all assets, liabilities, net worth, business interests, and financial connections.
2. Accomplished forms shall be submitted to HRMO on or before the prescribed deadline.

C. Initial Review (HRMO)

1. HRMO shall conduct a completeness and compliance check, ensuring that:
 - o All required fields are properly filled out;
 - o Forms are duly signed and dated;
 - o Required disclosures are attached.
2. Incomplete or improperly accomplished SALNs shall be returned to the concerned employee for correction within five (5) working days.

D. Compliance Validation

1. HRMO shall prepare a SALN Compliance Summary Report indicating:
 - o Names of filers;
 - o Date of submission;
 - o Compliance status.
2. The report shall be submitted to the General Manager for notation.

E. Non-Compliance Handling

1. Employees who fail to submit within the deadline shall be issued a written reminder.
2. Continued non-compliance shall be reported to Management for the issuance of a Show-Cause Order and possible administrative action in accordance with RA 6713 and CSC rules.

F. Record Keeping and Custodianship

1. All SALNs shall be:
 - o Properly indexed;
 - o Kept in a secured and confidential file at HRMO.
2. Access to SALNs shall be granted only to:
 - o Authorized officials;



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- Courts or investigating bodies, upon lawful request.

G. Audit and Monitoring

1. The Internal Audit Service shall:
 - Periodically review SALN compliance;
 - Validate HRMO reports during internal audits.
2. Findings and recommendations shall be communicated to Management for corrective action.

VI. Confidentiality and Data Privacy

All SALN records shall be handled in compliance with:

- Data Privacy Act of 2012 (RA 10173)
- CSC rules on SALN confidentiality and access

VII. Effectivity

This procedure shall take effect immediately upon approval and shall remain in force unless amended or revoked by Management.

ENGR. HYDEE DELA LUNA-RAMIREZ
General Manager