



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

**Review and Compliance Procedure on Filing
and Submission of Statement of Assets,
Liabilities and Networth**

Pursuant to the 1987 Constitution of the Republic of Philippines, Republic Act 6713 of the "Code of Conduct and Ethical Standards for Public Officials and Employees", CSC Memorandum Circular No. 10, series of 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 Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)", Carmona Water District – Review and Compliance Procedure on Statement of Assets, Liabilities and Networth is hereby adopted.

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 assets, liabilities, networth and financial and business interests 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 need to establish a review and compliance procedure in the filing and submission thereof thus this Memorandum Circular.

SCOPE

This Circular 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 Statement of Assets, Liabilities and Networth (*Annex A*) to the Administrative and Finance Services Division (AFSD), to wit:



**REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE**

- 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 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.

- a. The following employees shall compose the Review and Compliance Committee:
- i. Chairman - Carlo Jay C. Manansala
IRMO-B, HRMO
 - ii. Members - Rachelle M. Ramos
Customer Services Assistant A
- Jhie Anne D. Juanico
Industrial Relations Management Aide

Section 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall receive and evaluate the SALN from the Administrative and Finance Services Division if the same has been submitted on time, complete and in proper form.

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.



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

Section 4. Ministerial Duty of the Head of Agency 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 SALNs to comply within an non-extendable period of **thirty (30) days** from receipt of 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. 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 3 hereof shall be a ground for disciplinary action. The Head of 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 warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), CSC Resolution 1701077 dated July 3, 2017. The failure to file SALN is punishable under Section 50 (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 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 Agencies/Offices who fail to comply with the provisions of CSC Resolution No.06-0231 dated February 1, 2006, as amended, shall be liable



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

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

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

Section 7. Request on access to SALNs filed with the Carmona Water District

All request for access to SALNs with the CWD shall be directly addressed to the Administrative and Finance Services Division;

The requesting party shall be required to accomplish the Request for SALN Form (*Annex B*) and submit two (2) valid Identification Cards (ID cards) which can be any of the following:

- | | |
|-------------------------------|-----------------------|
| a. GSIS/SSS ID | g. Driver's License |
| b. PRC ID | h. Office ID |
| c. TIN/Pag-ibig/Philhealth ID | i. UMID |
| d. IBP ID | j. Senior Citizens ID |
| e. Passport | k. School ID |
| f. Voter's ID | l. NBI ID |

The requesting part shall also present an endorsement letter from the school dean or secretary or from any official of the organization where the SALN shall be used or utilized for research or any legal purposes;

The request shall be evaluated by the HRMO or the Division Manager of AFSD. A recommendation for approval/disapproval shall be submitted to the head of agency. If warranted, additional documents or information may be required from the requesting party.

The requesting party shall accomplish an Undertaking of Requesting Party (*Annex C*) from which shall be sworn before the head of agency.

The requesting party shall pay the amount of Two Hundred Pesos (Php200.00) per SALN Declaration; and,



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

All request for access to SALN form and Undertaking shall form part of the public records and can be accessed by the concerned official or employee.

REPEALING CLAUSE

All previous issuances inconsistent with this Procedure are deemed repealed or modified accordingly.

SEPARABILITY CLAUSE

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

EFFECTIVITY

This Review and Compliance Procedure on Filing and Submission of Statement of Assets, Liabilities and Networth shall take effect immediately and shall remain in the force unless revoked, cancelled or suspended by a subsequent issuance.


ENGR. ANILINE B. FRANCIA
General Manager B



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

ANNEX "A"

Revised as of January 2015
Per CSC Resolution No. 1500088
Promulgated on January 23, 2015

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:

(Family Name) (First Name) (M.I.)

ADDRESS:

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

SPOUSE:

(Family Name) (First Name) (M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal: _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant /Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/ We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/ We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

(Signature of Co-Declarant/Spouse)

Government Issued ID: _____
ID No.: _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE

ANNEX "B"

REQUEST FOR STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) FORM

Requesting Party: _____ Nationality: _____
Surname First Name Middle Name

Residential Address: _____
(House No. Street, Village/Subd., Barangay, Municipality/City, Province)

Name of Company/School: _____ Address: _____

Contact Nos.: 1) _____ 2) _____ 3) _____
(Residence) (Office/School) (Mobile)

Requested SALNs:

Name of Declarant	Office/Agency Of Declarant	SALN Year

Specific Purpose/s: _____

I certify that my personal information provided above are true and correct.

Signature of Requesting Party Date

This portion shall be accomplished by the Processor:

Required IDs Presented (at least two):

- ☐ GSIS/SSS ID# _____ ☐ PRC ID# _____ ☐ Senior Citizens ID# _____ ☐ TIN/Pag-ibig/Philhealth ID# _____
☐ IBP ID# _____ ☐ Current School ID# _____ ☐ Passport # _____ ☐ Voter's ID# _____
☐ UMID (Unified Multipurpose Identification)# _____ ☐ Driver's License # _____ ☐ Current Office ID# _____
☐ NBI Clearance/ID# _____
☐ Endorsement Letter of Dean/Secretary/Organization
☐ Requested SALNs are available ☐ Requested SALNs are not available

Processed by: _____ Recommendation: ☐ Approval
☐ Disapproval/Reason _____

ACTION TAKEN:

Approved/Disapproved by: _____
(Printed Name & Signature)

Number of SALNs _____ Amount Paid _____ OR # _____ Date _____

Released by: _____ Received by: _____
(Printed Name & Signature) (Printed Name & Signature)

Notes: - Cost per SALN Php200.00

- Except for Name, Other Personal Information of the Declarant will be blackened.



**REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
CARMONA, CAVITE**

ANNEX "C"

STATEMENT OF ASSETS, LIABILITIES AND NETWORTH

UNDERTAKING OF REQUESTING FORM

I, _____, single/married, residing at _____
_____ hereby swear that the copies of the
following Statement of Assets, Liabilities and Networth (SALN):

Name of Declarant	Office/Agency Of Declarant	SALN Year

shall be used solely for the following purpose/s:

I hereby agree to abide by the following:

That, I shall not use nor disclose the abovementioned SALNs:

1. For purposes contrary to morals, public policy or commercial purpose/s;
2. For extortion purposes that will endanger the personal safety of the official or employee, and
3. Name/s of declarant and its contents, nor, lend, show or reproduce a photocopy of the same for distribution to other individuals/groups/organizations;

And, should I violate the terms and conditions of this undertaking, I understand that the official or employee concerned may bring an action against me and that as a consequence thereof, the Court in which such action is brought may assess a penalty in an amount not to exceed twenty-five thousand pesos (Php25,000.00) pursuant to Section 11 (d) of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). In addition, the Civil Service Commission may separately file legal action under applicable laws.

Requesting Party's Signature

Date

SUBSCRIBED AND SWORN TO before me on this _____ day of _____, 20____, affiant exhibiting his/her two (2) current/valid/unexpired identification cards:

1. _____ issued at _____ and issued on _____ and
2. _____ issued at _____ and issued on _____.

General Manager B
Carmona Water District



Republic of the Philippines
CARMONA WATER DISTRICT

(LWUA CCC No. 561)

Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite

Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705

Email Add: carmonawd@yahoo.com

OFFICE ORDER

No. 24-2018

Date : September 6, 2018

To : **ALL DIVISIONS; ALL EMPLOYEES**

From : The General Manager

Subject : **REVIEW AND COMPLIANCE PROCEDURE ON FILING AND SUBMISSION OF SALN**

Pursuant to the 1987 Constitution of the Republic of Philippines, Republic Act 6713 of the "Code of Conduct and Ethical Standards for Public Officials and Employees", CSC Memorandum Circular No. 10, series of 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 Number 1300455 dated March 4, 2013 on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Networth (SALN)", Carmona Water District – Review and Compliance Procedure on Statement of Assets, Liabilities and Networth is hereby adopted.

The following personnel shall compose the Review and Compliance Committee effective September 6, 2018:

Chairman : **CARLO JAY C. MANANSALA**
Industrial Relations Management Officer B

Members : **RACHELLE M. RAMOS**
Customer Services Assistant A

JHIE ANNE D. JUANICO
Industrial Relations Management Aide

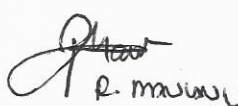
The Review and Compliance Committee shall perform the following functions:


1. Receive and evaluate the SALN from the Administrative and Finance Services Division if the same has been submitted on time, complete and in proper form.
2. Prepare a list of the employees of:
 - 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.


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.

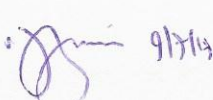
For your information and guidance.


ENGR. ANILINE B. FRANCIA
General Manager B

 9/06/18
R. Manansala

 9/6/18

 9/6/18

 9/7/18