



REPUBLIC OF THE PHILIPPINES

CARMONA WATER DISTRICT

(LWUA CCC No. 561)

ISO CERTIFICATE No. 80132/A/0001/UK/En

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

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

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 Network 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 Network (SALN)", Carmona Water District – Review and Compliance Procedure on Statement of Assets, Liabilities and Network 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 network (SALN). The same shall be accomplished under oath as the public has the right to know their assets, liabilities, network 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 Network (*Annex A*) to the Administrative and Finance Services Division (AFSD), to wit:

ACTIVITY	DATE OF SALN	DEADLINE OF SUBMISSION
Assumption of Office	First day of service	Within THIRTY (30) DAYS after assumption of office
Every year thereafter	December 31 st of the preceding year	On or Before MARCH 31 ST
Separation from the service	Last day of service	Within THIRTY (30) DAYS after separation from the Service



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- 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). (*see Annex G*)

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

- a. The following employees shall compose the Review and Compliance Committee:
 - i. Chairperson - Highest Human Resources Management Officer
 - ii. Members - Two (2) Representative from the 1st or 2nd Level Employees designated by the Head of Agency

Section 3. Duties of the Review and Compliance Committee

1. The committee shall request for the issuance of an advisory for the schedule of activities of the annual submission of all CWD Employees including its Board of Directors of the Statements of Assets, Liabilities and Networth (SALN) as of December 31st of the previous year. The advisory shall include any update and pertinent changes in the guidelines in the preparation and submission of SALN, if any.
2. 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. Resolve issues pertaining to the proper accomplishment of the form.
3. 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 on or before April 30th of every year.
4. The committee shall submit its reports using Annex "D", "E", and "F", and the original SALN forms to the Ombudsman on or before June 30th of every year, copy furnished the Civil Service Commission.
5. Perform other functions as may be necessary to ensure compliance with the issues and concerns that may arise for the submission of SALN.



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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 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.



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

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

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

All requests 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,

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 subject to the rules and regulations of the data privacy act of 2012.



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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



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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.)	POSITION:	_____
ADDRESS:	_____ _____ _____	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 <small>(e.g. lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		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.



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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)

(Signature of Co-Declarant/ Spouse)

Government Issued ID: _____

ID No.: _____

Date Issued: _____

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)



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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.



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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



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ANNEX D

CARMONA WATER DISTRICT

Summary List of Filers

Statement of Assets, Liabilities and Networth

Calendar Year _____

CERTIFICATION

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review was made in accordance with the review and compliance procedure in filling and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on April 4, 2023.

Chairperson

Member

Member



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ANNEX E

HONORABLE CORNELIO L. SOMIDO

Deputy Ombudsman for Luzon

3rd Floor Ombudsman Bldg.,

Agham Road, Diliman, Quezon City

ATTENTION:

Person-in-Charge of SALN

CREMEB-Luzon-SALN Section

Dear **Hon. Somido**,

In compliance with Section 8 of the R.A. 6713, we are submitting the duly accomplished Statement of Assets, Liabilities and Networth (SALN) of all Officials and Employees of **Carmona Water District** for the Calendar Year 2022, to wit:

LIST OF COMPLIANT:

NO.	NAME	POSITION	REMARKS
1			
2			
3			
4			
5			

LIST OF NON-COMPLIANT

NO.	NAME	POSITION	REMARKS
1	NONE	NONE	NONE

Prepared by:

Chairperson, Review and Compliance Committee

Noted by:

ENGR. ANILINE B. FRANCIA

General Manager B

Head of Agency



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ANNEX F

CARMONA WATER DISTRICT

Summary List of Filers

Statement of Assets, Liabilities and Networth

Calendar Year _____

NO.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Last Name	First Name	Middle Name			
1						
2						
3						
4						
5						

Total number of filers: ____

Total number of personnel complement: ____

Prepared by:

Member

Member

Chairperson, Review and Compliance Committee

Noted by:

ENGR. ANILINE B. FRANCIA

General Manager B

Head of Agency



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ANNEX G

Frequently Asked Questions on the Statement of Assets, Liabilities and Networth (SALN)

BASIC INFORMATION

What is the SALN?

- It is the statement of assets, liabilities and net worth, and the disclosure of financial connections or business interests and identification of relatives within the fourth degree of consanguinity or affinity. Further, it also requires the declarant to name his/her bilas, balae and inso who are in government service.

What is the purpose of the SALN?

- To enjoin all public officers and employees to declare and submit an annual true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives in the government service.

Who are required to file the SALN?

- All officials and employees of government are required to file the SALN. The government pertains to the national and local governments, including state universities and colleges, and government owned and controlled corporations (GOCC) and their subsidiaries, with or without original charter.

Who are exempted from filing the SALN Form?

- 1) Those serving in honorary capacity - persons who are working in the government without service credit and without pay.
- 2) Those whose position title is laborer - persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties.
- 3) Those who are casual or temporary workers - persons hired to do work outside what is considered necessary for the usual operations of the employer's business.

When should the SALN be filed?

The SALN should be filed:



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- 1) within thirty (30) days after assumption of office, statements of which must be reckoned as of his 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; or
- 3) within thirty (30) days after separation from the service, statements of which must be reckoned as of his last day of office.

LEGAL BASES

What law governs the filing of the SALN Form?

- Republic Act No. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees

What form should be used?

- The currently prescribed form is the one revised as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015.

FEATURES OF THE SALN FORM

What are the important features of the SALN form?

- 1) The SALN form has been made 'user-friendly' so it is easy to fill up.
- 2) Its legal basis is RA No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) only, because it is the later law compared to RA No. 3019 (Anti-Graft Corrupt Practices Act).
- 3) There is a portion where spouses who are both government employees may indicate whether they are filing jointly or separately.
- 4) In the declaration of real properties, the form requires the exact location of the property.
- 5) The form clarifies that the Assessed Value and the Current Fair Market Value should be based on what is stated in the Tax Declaration of Real Property.
- 6) Several portions of the previous form have been removed like the amount and sources of gross income, amount of personal and family expenses and amount of income taxes paid, all of which were required to be declared under RA No. 3019 (Anti-Graft Corrupt Practices Act).



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- 7) The declaration of nature of real properties is no longer required.
- 8) The subcategories (tangible, intangible) under personal properties were removed.
- 9) In the present form, the identification of relatives is required to be 'to the best of my knowledge'. All other declarations are required to be 'true and detailed.'

FILLING-OUT THE SALN FORM

- 1) In case declarant spouses are both in the government service, how should they file their SALN jointly?
 - In case of joint filing, all real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. After filling out the form, the spouses may reproduce the SALN Form as the number of copies is required, but their signatures should be original in the SALN Form to be submitted to their respective agencies.
- 2) If the declarant's spouse is not in the government service, or if the declarant is unmarried, what box should the declarant tick off in the top portion of the SALN referring to joint or separate filing of the SALN Form?
 - The declarant shall tick off the box marked as "Not applicable."
- 3) If my spouse is working in the private sector, is he/she still required to sign my SALN?
 - Yes, if the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN.
- 4) If the declarant was single during the preceding year and got married at the year of the filing of the SALN, what should be his/her status at the time of the filing of the SALN Form?
 - Declarant would still be single since the SALN Form refers to the preceding year. Hence, his/her properties shall still be declared as his own, and not community property or the property regime agreed upon at the time of marriage.
- 5) In the case of uniformed personnel, what should they indicate in the space requiring the position? Is it the rank or the designation?
 - Uniformed personnel are appointed to rank, thus, they should indicate their rank in the blank space for position.



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DECLARATION OF REAL AND PERSONAL PROPERTIES

1) What is the meaning of 'living in declarant's household'?

- Actual presence in the residence of the declarant.

2) Are children who are supported by the declarant but living outside the household due to studies included in the declaration?

- Yes, it includes dependent children who are temporarily staying apart from the declarant's household due to studies.

3) Why do I need to declare the property of my spouse and unmarried children below (18) years of age living in my household?

- It is required by RA No. 6713.

4) What is the basis of requiring the signature of spouse?

- The properties of the declarant's spouse are required by law to be disclosed, hence, he/she is required to certify the correctness of such declaration.

5) If declarant and spouse are separated in fact or legally separated, is the declarant's spouse still required to sign the SALN?

- Spouses who are separated in fact or legally separated are still considered husband and wife, hence, the declarant's spouse is still required to sign the SALN Form.

6) What if the said spouse refuses to sign the declarant's SALN?

- The declarant just has to attach an explanation why no signature of spouse is present in the SALN.

7) What is the assessed value and current fair market value?

- For purposes of the SALN, the amounts found in the tax declaration of real properties shall be used as the basis for the declaration.

8) How are mortgaged properties declared in the SALN?

- Mortgaged properties are already under the name of the declarant. Hence, the mortgaged properties shall be declared either under real or personal properties. The



REPUBLIC OF THE PHILIPPINES

CARMONA WATER DISTRICT

(LWUA CCC No. 561)

ISO CERTIFICATE No. 80132/A/0001/UK/En

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

Email Add : carmonawd@yahoo.com

acquisition cost to be declared shall be the actual purchase price. However, the declarant should declare the outstanding balance of the mortgage loan as of December 31 of the preceding year under Liabilities.

9) Should insurance policies be declared in the SALN?

- Yes, under personal properties. The amount to be disclosed under acquisition cost shall be the amount already paid.

10) Should pensions be declared in the SALN?

- Pensions received for the year of declaration should be declared as personal property either cash on hand or cash in bank, as the case may be.

11) Should shares of stock be declared in the SALN?

- Yes, shares of stock are personal properties. The acquisition cost shall refer to the amount paid in acquiring the share of stock not the total value thereof as of December 31 of the preceding year.

12) How are earnings and income from other sources declared?

- These shall either form part of the declarant's cash on hand or in bank which shall be determined as of December 31 of the preceding year.

13) How do we declare inherited properties?

- Inherited properties are transferred to the heirs by operation of law. Hence, even without a transfer of the property under the name of the declarant, the latter shall declare his/her share in the inherited properties as his/her assets. For the acquisition cost, the declarant shall state zero (0). For real properties inherited, the declarant is required to provide the assessed value and current fair market value found in the tax declaration of the real properties concerned.

14) Do we have to declare minimal valued properties?

- Yes, the law does not distinguish.

15) How do we declare minimal valued properties?



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- The declarant may declare minimal valued properties collectively, according to the nature/kind of the personal property like books; and the declarant may use "various years" as year acquired.

16) Is it not burdensome on the part of the declarant to declare all personal properties?

- No, because properties of minimal value or with the same kind/nature may be declared in group/bulk.

17) Is there a ceiling on the price of property that we declare?

- R.A. No. 6713 does not provide for a ceiling on properties to be declared.

DECLARATION OF LIABILITIES

1. How should credit card liabilities be declared?

- The outstanding balance as of December 31 of the preceding year shall be declared.

2. Do we need to declare personal loans and the names of the creditors?

- Yes, it shall be declared under liabilities.

DECLARATION OF INTEREST

1. How do I distinguish between financial connection and business interest?

- Business interests refer to declarant's existing interest in any business enterprise or entity, aside from his/her income from government while financial connections refer to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered.

RELATIVES BY AFFINITY, CONSANGUINITY PLUS INSO, BALAE AND BILAS

1. What is the extent of the fourth civil degree of affinity and consanguinity?

- Relatives in the first degree of consanguinity include the declarant's father, mother, son and daughter. Relatives in the first degree of affinity include the declarant's father-in-law and mother-in-law.
- Relatives in the second degree of consanguinity include the declarant's brother, sister, grandmother, grandfather, grandson and granddaughter. Relatives in the second degree



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of affinity include the declarant's brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, granddaughter-in-law and grandson-in-law.

- Relatives in the third degree of consanguinity include the declarant's nephew, niece, uncle and aunt. Relatives in the third degree of affinity include declarant's nephew-in-law, niece-in-law, uncle-in-law, auntie-in-law.
- Relatives in the fourth degree of consanguinity include the declarant's first cousin.

2. Why do I need to declare Inso, Balae and Bilas?

- It is required by the implementing rules of RA No. 6713, and it is included in the definition of relatives in the government under RA No. 6713.

SIGNATURE; OATH

1. Who are persons authorized to administer oath?

- For SALN purposes, the head of agency has the authority to administer oath. However, the head of agency is allowed to delegate such authority provided the delegation of authority is put into writing.

2. Can a declarant take his/her oath before other persons authorized to administer oath such as notary public?

- Yes.

ISSUES PERTAINING TO AUTHORITY OF OMBUDSMAN AND OTHER AGENCIES

1. What is the extent of authority given to the Ombudsman by virtue of the authorization executed together with the SALN?

- The Ombudsman is authorized to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show the declarant's assets, liabilities, net worth, business interests and financial connections.

2. Can the Office of the Ombudsman look into my bank accounts in private banks by virtue of the authorization in the SALN?

- No, the authorization refers only to government agencies.

3. How about government banks which may be considered as "appropriate government agencies", are they also covered by the authority given to the Ombudsman?



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- No, banks, whether government or not, are covered by a special law (Secrecy of Bank Deposit Act [RA No. 1405]), hence, they are not included in the authorization.
- 4. Can the public request for a copy of the SALN Form of a government official/employee?
 - Yes, as long as they comply with the rules governing access to SALNs provided by the repository agencies.

LIST OF REPOSITORY AGENCIES

The Chief/Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO) shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices.



OFFICE MEMORANDUM NO. 19-2023

DATE: September 20, 2023
TO: All CWD Officers and Employees
RE: REVIEW AND COMPLIANCE COMMITTEE

continuation from page 1...

4. The committee shall submit its reports using (Annex "A", "B", and "C") and the original SALN forms to the Ombudsman on or before June 30th of every year, copy furnished the Civil Service Commission.
5. Perform other functions as may be necessary to ensure compliance with the issues and concerns that may arise for the submission of SALN.

This office memo supersedes Office Order No. 31-2021 dated November 8, 2021.

For your information, guidance and compliance.


ENGR. ANILINE B. FRANCIA
General Manager

Conformed on behalf of all employees:

For Admin & Finance Division:


JOEMAR G. CUNANAN
Admin & Finance Division Manager

For Engineering Division:


ENGR. MA. NIEVES MAÑABO
Engineering Division Manager

For Commercial Division:


ENGR. ROCELISA MAULANIN
Commercial Division Manager



OFFICE MEMORANDUM NO. 19-2023

DATE: September 20, 2023
TO: All CWD Officers and Employees
RE: REVIEW AND COMPLIANCE COMMITTEE

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)", the following personnel shall be reappointed to the Review and Compliance Committee effective September 20, 2023:

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

Members : **LUISA MAY F. LAURA**
Customer Services Assistant C

ARLENE M. BAYUGO
Industrial Relations Management Assistant B

Conforme:

The Review and Compliance Committee shall perform the following functions:

1. The committee shall request for the issuance of an advisory for the schedule of activities of the annual submission of all CWD Employees including its Board of Directors of the Statements of Assets, Liabilities and Networth (SALN) as of December 31st of the previous year. The advisory shall include any update and pertinent changes in the guidelines in the preparation and submission of SALN, if any.
2. 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. Resolve issues pertaining to the proper accomplishment of the form.
3. 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 on or before April 30th of every year.



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Annex "A"

CARMONA WATER DISTRICT

Summary List of Filers

Statement of Assets, Liabilities and Networth

Calendar Year _____

C E R T I F I C A T I O N

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review was made in accordance with the review and compliance procedure in filling and submission of SALNs pursuant to CSC Memorandum Circular No. 10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on April 4, 2023.

Chairperson

Member

Member



Annex "B"

HONORABLE CORNELIO L. SOMIDO

Deputy Ombudsman for Luzon
3rd Floor Ombudsman Bldg.,
Agham Road, Diliman, Quezon City

ATTENTION:

Person-in-Charge of SALN
CREMEB-Luzon-SALN Section

Dear **Hon. Somido**,

In compliance with Section 8 of the R.A. 6713, we are submitting the duly accomplished Statement of Assets, Liabilities and Networth (SALN) of all Officials and Employees of **Carmona Water District** for the Calendar Year 2022, to wit:

LIST OF COMPLIANT:

NO.	NAME	POSITION	REMARKS
1			
2			
3			
4			
5			

LIST OF NON-COMPLIANT

NO.	NAME	POSITION	REMARKS
1	NONE	NONE	NONE

Prepared by:

Chairperson, Review and Compliance Committee

Noted by:

ENGR. ANILINE B. FRANCIA

General Manager B
Head of Agency



Annex "C"

CARMONA WATER DISTRICT
Summary List of Filers
Statement of Assets, Liabilities and Networth
Calendar Year _____

NO.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Last Name	First Name	Middle Name			
1						
2						
3						
4						
5						

Total number of filers: __

Total number of personnel complement: __

Prepared by:

Member

Member

Chairperson, Review and Compliance Committee

Noted by:

ENGR. ANILINE B. FRANCIA
General Manager B
Head of Agency