



# BUSTOS WATER DISTRICT

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Cert. No. 01-100-1432623

## REVIEW AND COMPLIANCE PROCEDURE IN FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONDITIONS

### 1. Filing and Submission of SALN

a. All officials and Plantilla Personnel shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Head of the Administrative Division, to wit:

- Within (thirty) 30 days after assumption of office, statements of which must be reckoned as of his/her first day of service;
- On or before April 30 of every year thereafter, statements of which must be reckoned as the end of the preceding year; and
- Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

b. Officials and 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).

### 2. Review and Compliance Committee

a. A Review and Compliance Committee composed of one (1) Chairman and two (2) members shall be designated and authorized to receive the SALN and to evaluate if the same has been submitted on time, complete and in proper form.

b. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, to the head of agency:

- Those who filed their SALNs with complete data;
- Those who filed their SALNs but with incomplete data; and
- Those who did not file their SALNs.

### 3. 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 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 a non-extendible period of thirty (30) days from receipt of the said Order.

#### **4. 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 of CSC MC No. 3, S. 2013 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 Revised Rules on Administrative Cases in the Civil Service (RRACS). The offense of failure to file SALN is punishable under Section 46(D)(8) of Rule X thereof, with the following penalties:

*First Offense – Suspension of one (1) month and one (1) day to six (6) months*

*Second Offense – Dismissal from the service*

Public officials and employees who fail to comply within the thirty (30) day period required under Paragraph 3 hereof or who submit their SALNs beyond the said 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.

#### **5. Transmittal of all Submitted SALNs to the Concerned Agencies on or before June 30**

The Head of the Administrative Division shall transmit all original copies of the SALNs received and duly reviewed by the Review and Compliance Committee, on or before June 30 of every year to the repository agency.

Note:

- These guidelines were cascaded to all employees through a memorandum issued by the General Manager and duly received by all employees.
- Employees may coordinate with the following regarding Review and Compliance Procedure of Statements and Financial Disclosure of Bustos Water District:  
Maricel A. Sanchez – 0932273-2160/(044) 761-1665