



**INDANG WATER DISTRICT**

MNM Building, San Gregorio St., cor Calderon St.

Indang, Cavite

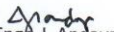
Tel. No. (046) 415-0318 Telefax (046) 415-1649

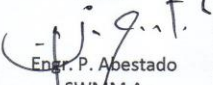
E-mail Address: [indangwaterdistrict@yahoo.com](mailto:indangwaterdistrict@yahoo.com)

As informed:

  
Ms. S. Rodrin  
Division Manager C  
AFD

  
Ms. O. Rogado  
Division Manager C  
Commercial

  
Engr. J. Andaya  
WUMO A  
PWQD

  
Engr. P. Abestado  
SWMM A  
ECD

December 29, 2016

**OFFICE ORDER NO. 18-12-0114**

Pursuant to Rule VII of Republic Act 6713 and CSC Resolution Nos. 1300455 and 1500088, the following guidelines in the review and compliance procedure in the filing and submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections is hereby being established:

1. Filing and Submission of SALN.

- a. All public officials and employees, shall file under oath their Statement of Assets, Liabilities, and Net Worth (SALNs) and Disclosure of Business Interests and Financial Connections with the Administrative and Finance Division (AFD) to wit:
  - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said official or employee;
  - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  - iii. Within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official or employee.
- b. Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections.
- c. Public 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.

2. Persons authorized to review and evaluate the submitted SALN

The following employees are hereby designated as the Review and Compliance Committee:

Chairperson: Ms. Sherill M. Rodrin, Division Manager C,  
Administrative and Finance Division  
Members : Ms. Mary Chris S. Ilagan, Industrial Relations  
Management Officer-B  
Ms. Kris Jane R. Panganiban, Administration  
Services Assistant-C

Their duties and responsibilities shall include the following:

- Prepare timeline for annual filing of SALN and disseminate such information through a memo or notice;
- Receive and evaluate SALN to determine whether said statements have been submitted on time, complete and in proper form. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A;
- Submit a list of employees in alphabetical order, to the head of agency, copy furnished the Civil Service Commission, on or before May 15 of every year, who: a.) filed their SALNs with complete data; b.) filed their SALNs but with incomplete data; and c.) did not file their SALNs; and
- Review and propose amendments to these guidelines whenever deemed necessary. Latest issuances from concerned offices (CSC, Ombudsman etc.) shall always be checked and monitored to ensure that new rulings and guidelines pertaining to the filing and submission of SALNs will be complied with.

3. Ministerial Duty of the Head of Office to issue Compliance Order.

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial 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 three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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 filer's next or succeeding SALN

4. Sanction for Failure to Comply/Issuance of a Show-Cause Order

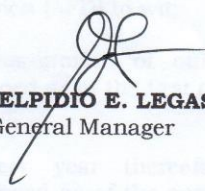
Failure of an employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in No. 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned to submit his/her comment or counter-affidavit, and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules of Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated November 8, 2011. The offense of failure to file SALN is punishable under Rule 10, Section 46 (D) (8) thereof, with the following penalties:

- 1<sup>st</sup> Offense - Suspension for one (1) month and one (1) day to six (6) months
- 2<sup>nd</sup> Offense- Dismissal from the Service

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

The Review and Compliance Committee shall transmit all original copies of the SALNs received to the concerned agencies on or before June 30 of every year.

For your information and guidance.

  
**ELPIDIO E. LEGASPI**  
General Manager