



METRO COTABATO WATER DISTRICT

Gov. Gutierrez Avenue, Cotabato City, P.O. Box 657

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REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

I. RATIONALE

Pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), CSC Memorandum Circular No. 3, s. 2015, and CSC Resolution Nos. 1300455 dated March 4, 2013 and 1500088 dated January 23, 2015; and Memorandum Circular No. 2, dated August 2, 2017 of the Office of the Ombudsman, this Agency hereby promulgates the following guidelines ensuring all personnel are compliant with the requirements and annual submission of the Statement of Assets, Liabilities and Net Worth (SALN).

II. OBJECTIVES

1. To enjoin all officers and employees to declare and submit annually a true, detailed and sworn statement of their assets, liabilities and net worth, including disclosure of business interest and financial connections, and to declare to the best of their knowledge their relatives who are in the government service;
2. To ensure that the assets, liabilities, net worth and financial connections and business interest of the declarant's spouse and unmarried children below 18 years of age living the declarant's household are also disclosed.

III. COVERAGE

This Circular shall cover all career positions under Co-terminus, Permanent and Temporary status, including the agency officials, i.e. the Board of Directors.

IV. REFERENCES

Reference for this Procedure are the following:

- Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713)
- CSC Resolution Nos. 1300455 dated March 4, 2013





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- CSC Resolution No. 1500088 dated January 23, 2015
- CSC Memorandum Circular No. 10, s. 2006
- CSC Memorandum Circular No. 3, s. 2015
- Office of the Ombudsman No. 2, s. 2017 dated August 2, 2017

V. GUIDELINES

Section 1. Filing and Submission of SALN on Time and to the Proper Official

- a) All personnel under Co-terminus, permanent and temporary and casual, including agency officials. The Board of directors shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Human Resource Section, to wit:
 - 1) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service.
 - 2) Employees are strictly required to fill in all applicable information and/or make a true and detailed statements in their SALNs.

Section 2. Composition of the SALN Review and Compliance Committee

- a) There shall be a designated Review and Compliance Committee to receive the accomplished SALN forms and to evaluate if the same are submitted to time, complete and in proper form; and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

Section 3. Duties of the Review and Compliance Committee and the HR Section

- a) The SALN Review and Compliance Committee and the HR Section shall receive and evaluate the SALN forms of its officials and employees and submit all original (hard) copies of the SALNs received, together with electronic copies thereof, on or before June 30 of every year to the Office of Ombudsman, copy furnish the Civil Service Commission 12, as specified under CSC Resolution No. 1500088, promulgated on January 23, 2015.



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- b) The HR Section shall submit in alphabetical order, the following:
- 1) Employees who filed their SALNs with complete data;
 - 2) Employees who filed their SALNs but with incomplete data;
 - 3) Employees who did not file their SALNs.

Section 4. Ministerial Duty of the General Manager to issue Compliance Order.

The list of officials and employees who filed their SALNs which the HR Section is required to submit to the Office of the Ombudsman shall be accompanied by a certification by the General Manager as the Head of Agency that the SALNs submitted electronically are faithful reproductions of the original copies submitted by the Officials and employees, using the prescribed format per Office of the Ombudsman No. 2, s. 2017 dated August 2, 2017.

It shall be the ministerial duty of the General Manager as 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 with a non-extendible period of 3 days from receipt of the order.

Section 5. Sanctions for Failure to Comply/Issuance of a Show-Cause Order

Failure of an officer or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 4 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 Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999). The offense of failure to file SALN is punishable under Rule IV, Section 52 (B) (8) thereof, with the following penalties:



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1st Offense – suspension of one (1) month and one (1) day to 6 months

2nd Offense – dismissal from the service

Section 6. Sanctions

The head of Office and the MCWD SALN Review and Compliance Committee who failed to perform their duties may be held liable for neglect of duty under Section 46, Chapter 7, Subtitle A, Title 1, Book V of the Administrative Code of 1987 (Executive Order No. 292)

Section 7. Effectively

This guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

Approved:

MA. MELINDA ELAINE V. BARCIMO

Officer-In-Charge