











DATE : JANUARY 15, 2018

- I. **Purpose.** This issuance prescribes the procedures for the submission, review and compliance of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as the SALN) of the officials and employees of Metro Roxas Water District in compliance with Rule VII of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards of Public Officials and Employees, and Civil Service Commission Memorandum Circular No. 10, s. 2006; No. 2 and 3, s. 2013, respectively.
- II. **Declaration of Policy.** Subject to existing rules and as mandated by Republic Act No. 6713, it is adopted as a policy of the District to require All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statements of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections, and those of their spouses and unmarried children under eighteen (18) years of age, living in their households.(emphasis and underscoring supplied).
- III. **Time of Filing.** The SALN should be filed:
 - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his first day of service;
 - b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; or
 - c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of last day of office.
- IV. **Filling-Out of SALN Form:**
 - a. A SALN Form 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” (not applicable).

 R. J. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams
 J. L. Williams

- b. In case the declarant spouses are both in the government service, 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 required, but their signature should be original in the SALN Form to be submitted to their respective agencies.
- c. If the declarant's spouse is not in the government service, or if the declarant is unmarried, the declarant shall tick off the box marked as "Not Applicable"
- d. The declarant's spouse shall sign the SALN whether he/she is working in the government or not. If the said spouse refuses to sign the SALN, the declarant has to attach an explanation why no signature of spouse is present in the SALN.
- e. Spouses who are separated in fact or legally separated are still considered husband and wife, hence, the declarant's spouse still required to sign the SALN Form.
- f. For purposes of the SALN, the amounts found in the tax declaration of real properties shall be used as the basis for the declaration.
- g. The SALN Form to be used is the Revised Statement of Assets, Liabilities and Net Worth (SALN) as amended by CSC MC No. 03, 2015. (Attach as Annex "A")

V. Duties of the Head of the Agency.

- a. It shall be the Ministerial Duty of the Head of the Agency within five (5) days 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 thirty (30) days from receipt of the said Order.
- b. To form a Review and Compliance Committee (RCC) and authorized the same to receive the SALN, and to evaluate if it is complete and if it was submitted on time using the proper form.
- c. To administer oath. However, the head of the agency may delegate such authority provided the delegation of authority is put into writing.
- d. The Head of the Agency thru the Human Resource Division shall transmit all original copies of the SALNs received on or before June 30 of every year to the concerned Repository Agency.
- e. The head of the 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 Revised Rules on Administrative Cases in the Civil Service (RRACCS)

VI. Duties of the Review and Compliance Committee

- a. To receive the SALN and to evaluate if it is complete and if it was submitted on time using the proper form.
- b. To prepare a list of employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN.

- c. Submit the List to the head of the agency, copy furnished the Civil Service Commission.

VII. Timeline for Annual Filing of SALN

- | | |
|-------------|--|
| February 6 | - Issuance of Memorandum by the HR Division Manager noted by the General Manager with the attached SALN Form enjoining all regular employees to file and submit their SALN on or before February 26 |
| February 26 | - Deadline for filing and submission of SALN of employees with the Human Resource Division |
| April 15 | - Review and evaluation by the Review and Compliance Committee (RCC). After which, the RCC shall submit the SALN List to the Head of the Agency

- The Head of the Agency shall issue a Compliance Order upon recommendation of the RCC, within five (5) days from notification of such recommendation and receipt of the list. The Compliance Order shall require (i) those who failed to submit their SALN and (ii) those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate. |
| April 30 | - Submission of List of SALN Compliance to the Civil Service Commission, Capiz Field Office. |
| May 15 | - Submission of List of SALN Compliance to the Office of the Ombudsman (Visayas) Regional Office |

VIII. 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 shall be a ground for disciplinary action. The offense of failure to file SALN is punishable under Section 46 (D)(8) of Rule X, Revised Rules on Administrative Cases in the Civil Service (RRACCS), with the following penalties:

- a. First Offense - Suspension of one (1) month and one (1) day to six (6) months
- b. Second Offense - Dismissal from the service

The Head of the Agency who fail to comply with the provisions of CSC Resolution No. 06-231 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) days to six (6) months for the first offense, and dismissal from the service for the second offense.

- IX. This Review and Procedure shall take effect immediately and all concerned shall be guided accordingly.

GONZALO GLEN B. DELGADO
General Manager *JD*