



Republic of the Philippines
CAUAYAN CITY WATER DISTRICT

A GOVERNMENT OWNED AND CONTROLLED CORPORATION (GOCC)

A Member of the Philippine Association of Water Districts (PAWD), Inc.

166 Africano cor., Burgos Streets, District 2, Cauayan City 3305, Isabela, Philippines

Telephone Nos. (078) 652-2196; (078) 652-0644 / Telefax No. (078) 652-1622

E-mail Address: ccwd_88@yahoo.com.ph

OFFICE ORDER NO. 22 s. 2020

To : **ALL REGULAR EMPLOYEES**

Subject: **GUIDELINES ESTABLISHING A STANDARD REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND FINANCIAL DISCLOSURE**

Date : **June 15, 2020**

LEGAL BASES:

Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolution Nos. 1300455 and 1500088 require the establishment and conduct of an Agency Review and Compliance Procedure for the submission of Statement of Assets, Liabilities and Networth (SALN).

I. PURPOSE:

The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (AO 25) issued on June 02, 2020 Memorandum Circular No. 2020-1 establishing the Guidelines on the Grant of the Performance Based Bonus (PBB) for Fiscal year 2020 under Executive Order No. 80, series of 2012 and Executive Order No. 201 series of 2016. As one of the cross-cutting requirements for agencies to be entitled to PBB for 2020 under item 5.7a of the aforementioned circular prescribes the establishment and conduct of Agency Review and Compliance Procedure and Committee of SALN to implement the provisions on reviewing and complying with the requirements. The scanned copy of the same shall be uploaded in the agency transparency seal page not later than October 1, 2020.

This issuance recommends the establishment of the review and compliance procedure for the SALN submission of the officials and employees of Cauayan City Water District. Board Resolution No. 8, series of 2018 issued by the CCWD Board of Directors prescribing the Establishment of a Review and Compliance Committee in the Filing and Submission of CCWD Statement of Assets, Liabilities, and Networth (SALN) and Disclosure of Business Interests and Financial Connections dated June 8, 2018.



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II. COVERAGE

This Office Order shall cover all Plantilla-Based Personnel regardless of employment status.

III. FUNCTIONS OF THE REVIEW AND COMPLIANCE COMMITTEE FOR SALN SUBMISSION

Duties of the Chairperson (Head of the Agency)

1. 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 SALN to comply with a non-extendible period of thirty (30) days from receipt of the said order.
2. To administer oath. However, the head of the Agency may delegate such authority provided the delegation of authority is in writing.
3. The Head of the Agency thru the Administrative/Finance Division shall transmit all original copies of SALN received on or before April 30 of every year to the concerned Repository Agency.

Duties of the members of the Committee:

1. Receives and evaluates the SALN if the same has been submitted with the proper form on time, all fields are filled out with correct information;
2. Prepares list of the following employees, in alphabetical order, to be submitted to the Office of the Ombudsman, copy furnished the Civil Service Commission on or before April 30 of every year;
 - a. Those who filed their SALN with complete data
 - b. Those who filed their SALN but with incomplete data; and
 - c. Those who did not file their SALN.
3. Prepares compliance order to (a) all employees who did not submit their sworn SALN, (b) to all employees who submitted their sworn SALN but with incomplete data and prepares show-cause order to those who failed to submit within three (3) days (non-extendable) after issuance of the compliance order.



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IV. FILING OF SALN

All CCWD employees shall file their sworn Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections:

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said employee;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c. 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.

V. TIMELINE FOR ANNUAL FILING OF SALN

2 ND week of February	Issuance of Memorandum Circular by the Head of the Agency enjoining all regular employees to file and submit their SALN on or before March 15 of every year
March 15	Deadline of submission of SALN of all regular employees to the Administrative/Finance Division
March 31	Review and evaluation of the SALN Review and Compliance Committee. After which, the committee shall submit the SALN Summary List of Filers to the Head of the Agency.
April 15	The Head of the Agency shall issue a Compliance Order upon recommendation of the committee within five (5) days from notification of such recommendation and receipt of the list. The Compliance Order shall require the following: <ol style="list-style-type: none">a. Those who failed to submit their SALN; andb. Those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate.
April 30	Submission of SALN and Summary List of Filers to the Office of the Ombudsman and copy furnished the Civil Service Commission Isabela Field Office Region II.



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VI. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW CAUSE ORDER

Failure to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The General Manager shall issue a show-cause order directing the concerned employee 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 of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

1st offense - Suspension for one (1) month and one (1) day to six (6) months
2nd offense - Dismissal from the service

The Head of the Agency who fail to comply with the provisions of the 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) day to six (6) months for the first offense, and dismissal from the service for the second offense.

VII. EFFECTIVITY

This Office Order shall take effect immediately and shall remain in force unless revoked, cancelled or suspended by a subsequent issuance.


ENG'R ARTEMIO A. QUINTERO
General Manager