

**GUIDELINES IN THE REVIEW AND COMPLIANCE
PROCEDURE IN THE FILING AND SUBMISSION
OF STATEMENT OF ASSETS, LIABILITIES AND
NET WORTH AND DISCLOSURE OF BUSINESS
INTEREST AND FINANCIAL CONNECTIONS**

CAUAYAN CITY WATER DISTRICT

August 2021

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GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

PURPOSE

This is being issued to stipulate the guidelines on ensuring that the Cauayan City Water District is compliant with the requirement of filing the Statement of Assets, Liabilities and Net worth (SALN) as enshrined in no less than the 1987 Constitution¹ to promote transparency in the civil service and operates as a deterrent against government officials bent on enriching themselves through unlawful means.²

A public servant must display at all times the highest sense of honesty and integrity, for no less than the Constitution mandates the principle that a public officer is a public trust; and all public officers and employees must at all times be accountable to the people and serve them with utmost responsibility, integrity, loyalty and efficiency.³

OBJECTIVE

Republic Act No. 6713 requires public officers and employees to accomplish and submit declarations under oath of, and the public has the right to know, their assets, liabilities, net worth and financial and business interests including those of their spouses and unmarried children under eighteen (18) years of living in their households. ⁴ As it is endowed with public interest, there is a need to establish a review and compliance procedure in the filing and submission.

The Cauayan City Water District hereby recognizes the duty of every public officials and employee to file within the reglementary period set by law, his or her SALN as a matter of public policy and public interest.

LEGAL REFERENCES

1. 1987 Philippine Constitution;
2. Republic Act 6713 or the “Code of Conduct and Ethical Standards for Public Officials and Employees”;

¹ Art. XI, Section 17. A public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth. In the case of the President, the Vice-President, the Members of the Cabinet, the Congress, the Supreme Court, the Constitutional Commissions and other constitutional offices, and officers of the armed forces with general or flag rank, the declaration shall be disclosed to the public in the manner provided by law

² Gupilan-Aguilar v. Office of the Ombudsman, 728 Phil. 210, 232 (2014)

³ Bascos, Jr. v. Taganahan, G.R. No. 180666, February 18, 2009, 579 SCRA 653, 680

⁴ Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

3. Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;
4. Republic Act No. 3019 or the “Anti-Graft and Corrupt Practices Act);
5. Civil Service Commission Memorandum Circular No. 9, series of 1991 dated March 25, 1991 – *Filing of SALN*;
6. Civil Service Commission Memorandum Circular No. 20, series of 1994 dated May 31, 1994 – *Amendment No. 1 to Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees*;
7. Civil Service Commission Memorandum Circular No. 10, series of 2006 dated April 17, 2006, CSC Resolution No. 060231 dated February 1, 2006 – *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*;
8. Civil Service Commission Resolution No. 1100356 dated March 15, 2011 – *Guidelines Governing Access to SALNs of Government Officials and Employees filed with the Civil Service Commission*;
9. Civil Service Commission Memorandum Circular No. 3, series of 2013 dated January 24, 2013, CSC Resolution No. 1300174 dated January 24, 2013 – *Amendment of the Review and Compliance Procedure in the Filing and Submission of the SALN and Disclosure of Business Interests and Financial Connections*;
10. Civil Service Commission Resolution No. 1300455 dated March 4, 2013 – *Review and Compliance Committee for the SALN*; and
11. Civil Service Commission Resolution No. 1500088 dated January 23, 2015 – *SALN-Amendment to the CSC Resolution No. 1300173 (January 24, 2013); Revised SALN Form*
12. Office of the Ombudsman Memorandum Circular No. 2, series of 2017 dated August 2, 2017 – *Additional Guidelines on the Submission of Statements of Assets, Liabilities, and Net worth (SALNs) and Disclosures of Business Interests and Financial Connections to the Office of the Ombudsman as required under Section 8 of Republic Act No. 6713*

DEFINITION OF TERMS

ACQUISITION COST – Amount of money paid to acquire or own something. This also refers to the amount of expenses incurred for improvements introduced on a real property. For purposes of computing the declarant’s net worth, the acquisition cost shall be made the basis thereof.

AFFINITY – Refers to the relationship of a husband to the blood relatives of his wife, or a wife to the blood relatives of her husband.

ASSESSED VALUE – For purposes of declaration in the SALN, this refers to the amount indicated in the tax declaration of the real properties involved.

ASSET – refers to declarant’s real and personal properties, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It includes those within or outside the Philippines, whether real or personal, whether used in trade or business.

BALAE – refers to the parent of the declarant’s son-in-law or daughter-in-law

BILAS – refers to a declarant’s brother-in law’s wife or sister-in-law’s husband

BUSINESS INTEREST – refer to a declarant’s existing interest in any business enterprise or entity, aside from his/her income from the government. This also includes those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household

CAPITAL PROPERTY – refers to the properties exclusively owned by the husband

COMMUNITY PROPERTY – refers to all properties owned by the spouses at the time of the celebration of marriage or acquired thereafter, subject to the exceptions provided for by law (Article 91, Family Code of the Philippines)

CONJUGAL PROPERTY – refers to all properties acquire during the marriage, whether the acquisition appears to have been made, contracted or registered in the name of one or both spouses, unless proven to be excluded (Article 116, Family Code of the Philippines). This applies when the spouses agreed to be governed by the rules on the conjugal partnership of gains under the Family Code of the Philippines

CONSANGUINITY – refers to the relationship by blood from the same stock or common ancestor

FAIR MARKET VALUE – for purposes of declaration in the SALN, this refers to the amount indicated as market value in the tax declaration of the real properties concerned.

FINANCIAL CONNECTIONS – refers to declarant’s existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered, including those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household

FIRST (1ST) DEGREE OF AFFINITY – includes the declarant's father-in-law and mother-in-law

FIRST (1ST) DEGREE OF CONSANGUINITY – includes the declarant's father, mother, son/s, and daughter/s

FOURTH (4TH) DEGREE OF AFFINITY – includes declarant's first cousin-in-law

FOURTH (4TH) DEGREE OF CONSANGUINITY – relatives in the fourth degree of consanguinity include the declarant's first cousins

IMPROVEMENTS – refer to all works that are constructed or introduced to the land, or repairs or improvements made to the land or building after its initial acquisition.

INSO – refers to the appellation for the wife of an elder brother or male cousin⁵

LIABILITY – refers to financial liability or anything, which can result to a transfer or disposal of an asset. It includes not only those incurred by the declarant, but also those of his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. Nature of liability refers to the type of loan obtained from banks, financial institutions, GSIS, Pag-Ibig and others, such as personal, multi-purpose, salary, calamity loan, etc.

NATURE OF BUSINESS INTEREST AND/OR FINANCIAL CONNECTION – refers to existing interest or connection in any business enterprise, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant or adviser, financial or business consultant, and the like

NET WORTH – is the sum of all assets (real and personal) less total liabilities

OUTSTANDING BALANCE – refers to the amount of money which the declarant still owes on his or her loan as of December 31 of the preceding calendar year

PARAPHERNAL PROPERTY – refers to the properties exclusively owned by the wife

PERSONAL PROPERTIES – refers to jewelry, appliances, furniture, motor vehicles, and other tangible/movable properties. This also includes

⁵ www.bansa.org/dictionaries

investments or other assets, such as cash in bank, negotiable instruments, securities, stocks, and bonds

REAL PROPERTIES – refer to properties, which are immovable by nature. For the purpose of SALN, the kind of real properties are classified according to their use: residential, commercial, agricultural, industrial, or mixed use and the like.

RELATIVES IN THE GOVERNMENT – refer to the declarant’s relatives up to the 4th civil degree of relationship, either by consanguinity or affinity, including bilas, inso, and balae⁶

SALN – Statement of Assets, Liabilities and Net worth

SECOND (2ND) DEGREE OF AFFINITY – includes the declarant’s brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, granddaughter-in-law, and grandson-in-law

SECOND (2ND) DEGREE OF CONSANGUINITY – includes the declarant’s brother, sister, grandmother, grandfather, grandson and granddaughter

THIRD (3RD) DEGREE OF AFFINITY – includes declarant’s nephew-in-law, niece-in-law, uncle-in-law, aunt-in-law

THIRD (3RD) DEGREE OF CONSANGUINITY – includes the declarant’s nephew, uncle and aunt

COVERAGE

The provisions of this issuance shall apply to all Plantilla-based personnel without distinction on the nature of appointment, rank, status or salary.

Those serving in honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers are exempted from filing the SALN. However, those holding career positions under temporary status are required to file their SALN.

FILING AND SUBMISSION OF SALN TO THE HUMAN RESOURCE DIVISION

- A. All Plantilla personnel shall file under oath, their SALN and Disclosure of Business Interest and Financial Connections with the agency, to wit:
 - a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;

⁶ Definition under RA No. 6713

- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;
- B. The declarant is strictly required to fill all applicable information in the SALN form. Otherwise, such items should be marked with "N/A" or "not applicable"
- C. The declarant is strictly required to make a true and details statement in their SALNs
- D. Filling up of the form may be handwritten, computerized or typewritten provided the signature of the declarant is original. The declarant is required to write legibly if he chose to fill up the form by handwriting.
- E. Additional sheets may be used, if necessary. The additional sheet shall indicate the name of the declarant, his/her position and agency name, the year covered by the SALN, and which shall be signed on each page.
- F. No necessary markings shall be made on the form.

SALN FORM

Sworn Statement of Assets, Liabilities and Net worth (SALN) Form revised as of January 2015 per CSC Resolution No. 1500088 promulgated on January 23, 2015

RULES IN ACCOMPLISHING THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) FORM

Basic Information

- a. Spouses who are both public officers and employees shall have the option to file their SALN either jointly or separately.
- b. In case the declarant is single or married but whose spouse is not in the government service, he/she shall tick off the box marked as "Not Applicable"
- c. In case of joint filing, all real and personal properties shall be declared including their respective paraphernal and capital property, if there are any.
- d. The change of civil status of the declarant after December 31 of the preceding year shall not affect the nature of the properties declared.
- e. The declarant shall provide information on his/her address. However, whenever a third party requests for a copy of the SALN Form of the declarant, the agency has the option to shade the declarant's address for purposes of security.
- f. Declarant must provide the information required for all his/her unmarried children below eighteen (18) years of age and living in his/her household, whether legitimate or illegitimate.

Assets, Liabilities and Net worth

- a. The SALN shall contain a true and complete declaration of assets, liabilities and net worth, including a disclosure of business interests and financial connections of the declarant, his/her spouse and unmarried children below eighteen (18) years of age living in his/her household. It shall also contain a disclosure of the declarant's relatives within the fourth degree of consanguinity and affinity who are in government service.
- b. For purposes of convenience in the computation of net worth, where the declarant's spouse has capital or paraphernal properties or where the declarant's unmarried children below eighteen (18) years of age living under his/her household have their own properties, the declarant should declare the assets and liabilities of his/her spouse on a separate sheet attached to the SALN Form. For purposes of such declaration, the provisions in these guidelines shall likewise apply.

Real Properties

- a. Declaration of real properties shall include its description, kind, exact location, year and mode of acquisition, assessed value, fair market value, acquisition cost of land, building, etc. including improvements thereon.
- b. The declarant shall indicate a description of the real properties whether it is a land only or land with building, a house and lot, condominium unit, or an improvement such as an extension or garage, and the like
- c. In declaring an improvement to the land, the declarant may opt to declare it separately or together with the land to which such improvement is attached.
- d. The declarant shall indicate those real properties which are already titled or registered under his/her name, the name of his/her spouse or under the name of his/her unmarried children below 18 years of age and living in the declarant's household. However, real properties already covered by a deed of sale, inherited or subject of an extra-judicial settlement of estate but not yet titled under declarant's name shall also be disclosed.
- e. In the case of properties received gratuitously, e.g. donation or inheritance, no acquisition cost shall be declared. However, the fair market value and the assessed value of said properties as found in the tax declaration thereof must be declared.

Personal Properties

- a. Declaration of personal properties shall include mode, year and cost of acquisition, or the value or amount of said personal properties.
- b. Personal properties collectively acquired or are of minimal value may be declared generally or collectively. In which case, the declarant may write/indicate "various years" under the column for year acquired.
- c. Personal properties, such as cash on hand and in bank, as well as stocks and the like, denominated in foreign currency shall be converted into

corresponding Philippine currency equivalent, at the rate of exchange prevailing as of December 31 of the preceding calendar year.

- d. The amount/cash in bank to be declared should be the last balance as of December 31 of the preceding year.
- e. In case of properties which are co-owned with other individuals, the declarant shall disclose the proportionate amount of his share in the property.
- f. With regard to properties subject of a contract to sell, the amount already paid shall be declared as personal property.
- g. Properties which are subject of either a chattel or real estate mortgage shall be declared in the SALN Form. The acquisition cost to be declared shall be the actual purchase price, and the liability to be declared shall be the outstanding balance of the loan as of December 31 of the preceding year

Liabilities

- a. Under liabilities, the nature of liability, name of creditors and the outstanding balance shall be indicated.

Computation of Net worth

- a. In the case of real properties, the acquisition cost shall be used in the computation of the net worth
- b. In the case of personal properties, the acquisition cost or amount/value of money shall be used in the computation of the total net worth.
- c. Excluded from the computation of real and personal properties are the properties of unmarried children below 18 years of age living in the declarant's household.
- d. If the spouse of the declarant is not a public officer or employee, the latter's paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- e. Community Property - In the absence of any marriage settlement, the property relations of the spouses shall be governed by the rules on absolute community of property under the Family Code of the Philippines.

The following are excluded from the community property:

- 1) Property acquired during the marriage by gratuitous title by either spouse, and the fruits as well as the income thereon, if any, unless it is expressly provided by the donor, testator or grantor that they shall form part of the community property;
- 2) Property for personal and exclusive use of either spouse. However, jewelry shall form part of the community property;
- 3) Property acquired before the marriage by either spouse who has legitimate descendants by a former marriage, and the fruits as well as

the income, if any, of such property. (Article 92, Family Code of the Philippines)

- f. The following are conjugal partnership properties:
- 1) Those acquired by onerous title during the marriage at the expense of the common fund, whether the acquisition be for the partnership, or for only one of the spouses;
 - 2) Those obtained from the labor, industry, work or profession of either or both of the spouses;
 - 3) The fruits, natural, industrial, or civil, due or received during the marriage from the common property, as well as the net fruits from the exclusive property of each spouse;
 - 4) The share of either spouse in the hidden treasure which the law awards to the finder or owner of the property where the treasure is found;
 - 5) Those acquired through occupation such as fishing or hunting;
 - 6) Livestock existing upon the dissolution of the partnership in excess of the number of each kind brought to the marriage by either spouse; and
 - 7) Those, which are acquired by chance, such as winnings from gambling or betting. However, loses therefrom shall be borne exclusively by the loser-spouse. (Article 117, Family Code of the Philippines)

Prior to the enactment of the Family Code of the Philippines in 1987, when there is no marriage settlement between the spouses, their property relations are covered by the rules on conjugal partnership of gains.

- g. If the spouse of the declarant is a public officer or employee, but who chose to separately file his/her SALN, his/her paraphernal or capital properties shall not be included in the computation of the declarant's net worth.
- h. In case of joint filing, the total assets of the spouses shall include their respective paraphernal or capital properties.
- i. In case of joint filing, the declarant's total net worth and that of his/her spouse shall be the difference between the total assets (real and personal properties_ less the total liabilities.

Financial Connections and Business Interests

- a. The declarant, including that of his/her spouse and unmarried children below 18 years of age living in declarant's household, shall declare their existing interest or connection in any business enterprise or entity, aside from income from government. They shall also indicate the business address, nature of business interest and/or financial connection, and date of acquisition of interest or connection.

- b. In case there are no existing business interests and financial connections in any business enterprise or entity, the declarant shall tick off the appropriate box in the form.

Relatives in the Government

- a. The declarant shall disclose his/her relatives in the government within the 4th degree of relationship, by either consanguinity or affinity. The disclosure shall also state his/her relationship with the relative, the position of the relative as well as the name of office/agency and address.
- b. In case the declarant and his/her spouse jointly file their SALN, they shall indicate all their relatives within the fourth civil degree, by either consanguinity or affinity, and shall include the above-mentioned information.
- c. In case the declarant has no relatives in the government within the 4th civil degree of relationship, either by consanguinity or affinity, including bilas, inso, and balae, the declarant shall tick off the appropriate box in the form.

Other Matters

- a. In order to prevent unauthorized insertion or pulling out of pages, pagination shall read as page 1 or number of pages, page 2 of number of pages, and so on.
- b. In case of joint filing, the declarant and his/her spouse shall sign in the spaces provided for just below the certification.
- c. If the spouse is not a public officer or employee, the declarant shall still cause him/her to sign the SALN
- d. In case of non-compliance with the signature of the spouse, an explanation should be attached to the SALN Form for such non-compliance.
- e. The heads of agencies can delegate the authority to administer oath with regard to the SALN Form. The authority to administer oath must be in writing.

REVIEW AND COMPLIANCE COMMITTEE

The Review and Compliance Committee shall be composed of one (1) Chairman and two (2) members that will undertake the following duties and responsibilities:

1. Review and evaluate the SALN submissions if the same has been submitted on time, complete and in proper form;
2. Prepare a list of the following employees, in alphabetical order, to the Head of Agency, copy furnished, as may be applicable, the Civil Service Commission, the Office of the Ombudsman, or the Office of the President, on or before May 15 of every year:
 - a. Those who filed their SALN with complete data;

- b. Those who filed their SALNs but with incomplete data; and
 - c. Those who did not file their SALNs.
3. Render an opinion interpreting the provisions on review and compliance procedure in the filing thereof.

MINISTERIAL DUTY OF THE REVIEW AND COMPLIANCE COMMITTEE TO ISSUE COMPLIANCE ORDER

Within five (5) days from receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the general Manager 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.

Assets and/or properties acquired, donated or transferred for a particular year, but were not declared on their 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 next or succeeding SALN.

TRANSMITTAL OF ALL SUBMITTED SALNs

SALNs and Disclosures required to be filed on or before April 30 of every year

The Human Resource Practitioner under Human Resource Division 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 the Deputy Ombudsman in Luzon.

SALNs required to be filed after assumption of office or after separation from the service

The Human Resource Practitioner under Human Resource Division shall submit all original (hard) copies of the SALNs of officials and employees received after their assumption of office or after separation from the service, together with electronic copies thereof, 30 days upon receipt of such SALNs, to the office of the Office of the Deputy Ombudsman in Luzon.

Certification of Head of Agency

The list of officials and employees who filed their SALNs shall be submitted to the Office of the Deputy Ombudsman in Luzon and Civil Service Commission – Field Office accompanied by a certification by the General Manager that the SALNs submitted electronically are faithful reproductions of the original copies as listed in the attached summary report.

Format of SALN

The electronic copies of the SALNs must be in PDF format and individually saved per declarant, in compact discs (CD) or Universal Serial Bus (USB) flash drive.

File Name

The file name of the soft copy must be the same as the document title.

Document	File Name
SALN of Employee A	SALN of Employee A.pdf

SANCTION

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 of the General Manager shall be ground for disciplinary action. The General Manager 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), CSC Resolution No. 1101502 dated November 8, 2011. 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

Failure to comply within thirty (30) day period 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 of 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.

Head of the Agency

Failure to comply with the provisions of CSC Resolution No. 06-0231 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.

CONFIDENTIALITY OF RECORDS

Access to or reproduction of the duly submitted SALN shall be subject to the following:

1. That any person requesting for a copy of the SALN submit a duly approved request specifying the purpose of the same;
2. That the request has been approved by the FOI Decision Maker and Human Resource Practitioner;
3. That any person requesting for a copy of the SALN shall be required to pay a reasonable fee to cover the cost of reproduction and mailing of such statement, as well as the cost of certification;
4. That the request thereof is for legitimate purpose; and
5. That the request for a copy of the SALN of any CCWD employees be subject to the pertinent CSC rules on the matter or laws which regulate the flow of information most especially the Data Privacy Act of 2012.

SAVING CLAUSE

Cases not covered by this Guidelines or any other clarifications shall be referred to the Office of the Board of Directors through the Review and Compliance Committee, for resolution and/or appropriate action.

EFFECTIVITY


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



ENGR. ARTEMIO A. QUINTERO
General Manager B



ENGR. MANOLITO B. SUPNET
Division Manager B
Officer-In-Charge
Administrative & Human Resource Department



JOANA MARIE G. DAGING
Sr. Industrial Relations Management Officer A
Human Resource Practitioner
Human Resource Division

REVIEW AND COMPLIANCE COMMITTEE (RCC)

The Review and Compliance Committee shall be composed of one (1) Chairman and two (2) members that will review and evaluate the SALN submissions.

CHAIRMAN: **Engr. Artemio A. Quintero**
General Manager B

MEMBERS: **Engr. Manolito B. Supnet**
Division Manager B
OIC-Administrative & Human Resource Department

Joana Marie G. Daging
Sr. Industrial Relations Management Officer A

ANNEX A – BOARD RESOLUTION NO. 028 SERIES 2021



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 OF THE BOARD OF DIRECTORS

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE BOARD OF DIRECTORS OF CAUAYAN CITY WATER DISTRICT
HELD AT THE BARBERS PUMP STATION ON AUGUST 6, 2021

RESOLUTION NO. 028 *Series of 2021*

A RESOLUTION APPROVING THE REQUEST FOR A RECOMPOSITION OF THE REVIEW AND COMPLIANCE COMMITTEE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS AND LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS AND THE ADOPTION OF THE REVIEW AND COMPLIANCE PROCEDURE AS IMPOSED BY THE CIVIL SERVICE COMMISSION

WHEREAS, the Review and Compliance Committee is responsible for the evaluation of the employees' compliance in the submission of Statement of Assets, Liabilities and Network (SALN) and Disclosure of Business Interest and Financial Connections as per Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2006;

WHEREAS, the Review and Compliance Committee shall be responsible for the review of statements in the SALN to determine whether said statements have been properly accomplished by the Officers and Employees of the Cauayan City Water District (CCWD);

WHEREAS, there is a need to reconstitute the said Committee due to the early retirement of one of its members, in the person of Mr. Carmelo B. Dacanay;

WHEREAS, there is a required Review and Compliance Procedure on the Filing and Submission of SALN issued by CSC based on existing laws and statutes;

WHEREAS, said Review and Compliance Procedure is considered critical and important to determine the integrity of the SALN and Disclosures being submitted;

NOW THEREFORE, for and in consideration of the above premises, **BE IT RESOLVED**, as it is **HEREBY RESOLVED**, to approve the request for a reconstitution of the Review and Compliance Committee in the Filing and Submission of SALN and Disclosure of Business Interests and Financial Connections and the adoption of the Review and Compliance Procedure as imposed by CSC per recommendation of the Administrative and Human Resource Department;

RESOLVED FINALLY, that copies of this resolution be furnished to the CCWD General Manager, Engr. Artemio A. Quintero, and to all other concerned agencies for their information and appropriate action.

Tubig ay ingatan, sapagkat ito'y may hangganan

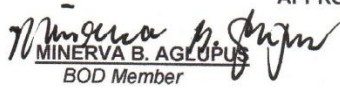


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A Member of the Philippine Association of Water Districts (PAWD), Inc.
166 Africano cor., Burgos Streets, District 2, Cauayan City 3305, Isabela, Philippines
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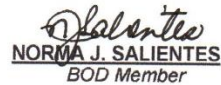
ADOPTED unanimously, August 6, 2021.

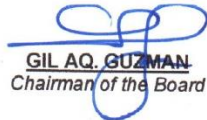
APPROVED:


MINERVA B. AGLIPUS
BOD Member


EDGAR A. GALAPON
BOD Member


VIRGILIO M. MABAGOS
BOD Member


NORMA J. SALIENTES
BOD Member


GIL AQ. GUZMAN
Chairman of the Board

Tubig ay ingatan, sapagkat ito'y may hangganan