



# GEN. TINIO WATER DISTRICT

#290 Bonifacio St., Poblacion Central, Gen. Tinio, Nueva Ecija

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## **GENERAL TINIO WATER DISTRICT GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS LIABILITIES AND NET WORTH**

### **RATIONALE:**

Pursuant to Section 10 of the Code of Ethics and Ethical Standards for Public Officials and Employees (RA 6713), and CSC resolution nos.1300455 and 1500088, the General Tinio Water District has established its Agency Review and Compliance procedure of Statement of Assets Liabilities and Net Worth of all employees.

### **GUIDELINES:**

#### **1. Filing and Submission of SALN**

a. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative Section through the Industrial Relations Management Assistant A (IRMA A), to wit:

- a.1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
- a.2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
- a.3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office;

b. 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 (not applicable).

#### **2. Persons authorized to review and evaluate the submitted SALN**

There shall be a designated Review and Compliance Committee to receive, through the HRMD and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.



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### **3. Duties of the Review and Compliance Committee**

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

### **4. Ministerial Duty of the Head of Agency to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Agency 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 an non-extendable period of thirty (30) days from receipt of 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.

### **5. 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 pursuant to the directive and Section 4 hereof shall be a ground for disciplinary action. The Head of Agency 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:

- 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



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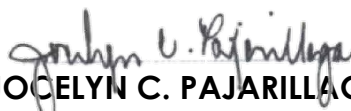
### **6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.**

The Administrative Section, through the Industrial Relations Management Assistant A (IRMA A), shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

#### **EFFECTIVITY:**

These guidelines shall take effect immediately upon approval by the Head of Agency.

#### **APPROVED:**

  
**JOCELYN C. PAJARILLAGA**  
General Manager  
Date : 06/05/18