

Republic of the Philippines  
Province of Samar  
**CATBALOGAN WATER DISTRICT**  
Pier 2, Allen Avenue Ext, Brgy4, Catbalogan City, Samar

## **Review and Compliance Procedure in the Filing and Submission of the Statements of Assets, Liabilities and Networth and Disclosure of Business Interests and Financial Connections**

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

- a. All employees, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with their respective Chief of Head of the Personnel/Administrative Division or Unit/Human Resource Management Office (HRMO), 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. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year;
  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. Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided these rules.
- c. Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

### **Section 2. Duties of the Chief/Head of the Personnel/Administrative Division or Unit/HRMO**

Upon receiving the SALN forms, the Chief/Head of the Personnel/Administrative Division or Unit/HRMO shall evaluate the same to determine whether said statements have been properly accomplished. A SALN 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).

**Section 3. Ministerial Duty of the Head of Office to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of 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 within a non-extendible period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her 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 filer’s next or succeeding SALN.

**Section 4. 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 procedure and within the given period pursuant to the directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-case 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 Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999)**. The offence of failure to file SALN is punishable under **Rule IV, Section 52 (B) (8)** thereof, with the following penalties:

- 1<sup>st</sup> offence – Suspension for one (1) month and one (1) day to 6 months
- 2<sup>nd</sup> offence – Dismissal from the service

**Section 5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.**

The Chief/Head of the Personnel/Administrative Division or Unit/HRMO shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the concerned offices, as specified below:

National Office of the Ombudsman	- President and Vice-President of the Philippines - Chairmen and Commissioners of Constitutional Commissions and Offices
Secretary of the Senate	- Senators
Secretary General of the House of Representatives	- Congressmen
Clerk of Court of the Supreme Court	- Justices of the Supreme Court, Court of Appeals, Sandiganbayan and Court of Tax Appeal

Court Administrator	- Judges of Regional Trial Court, Metropolitan Circuit Trial Court, Municipal and Special Courts
Office of the President	- National Executive Officials such as Members of the Cabinet, Undersecretaries, including the Foreign Service Offices-Heads of Government-Owned and Controlled Corporations with original charters and their subsidiaries, and State Colleges and Universities - Offices of the Armed Forces from the rank of colonel or Naval Captain
Deputy Ombudsman	- Regional Officials and Employees of Departments, Bureaus and Agencies of the National Government including the Judiciary and Constitutional Commissions and Offices - Regional Officials and Employees of Government-Owned Controlled Corporations and their subsidiaries in the region - All other officials and employee of State Colleges and Universities - Regional Officers below the rank of Colonel or Naval Captain including Civilian Personnel of the AFP - Regional Officials and Employees of the PNP Provincial Officials and Employees including Governors, Vice-Governors and Sangguniang Panlalawigan Members - Municipal and City Officials and Employees including Mayors, Vice-Mayors, Sangguniang Bayan/Panlungsod Members and Barangay Officials
Civil Service Commission	- All other Central Officials and Employees of Departments, Bureaus and Agencies of the National Government, including the Judiciary and Constitutional Commissions and Offices, as well as Government-Owned and Controlled Corporations and their subsidiaries - Appointive Officials and Employees of the Legislature - All other Central Offices below the Rank of Colonel or Naval Captain as well as Civilian Personnel of the AFP -All other Uniformed and Non-Uniformed Central Officials and Employees of the PNP, BJMP and BFP

### Section 6. Penalty

The Head of Office and/or the Chief/Head of the Personnel/Administrative Division or Unit/HRMO who failed to perform their duties may be held liable for neglect of duty under **Section 46, Chapter 7, Subtitle A, Title I, Book V of the Administrative Code of 1987 (Executive Order no. 292).**

## **Section 7. Authority to Establish Compliance Procedures**

The following shall have the authority to establish compliance procedures for the review of statements to determine whether said statements have been properly accomplished.

- (a) In the case of Congress, the designated committees of both Houses of Congress subject to approval by the affirmative vote of the majority of the particular House concerned.
- (b) In the case of the Executive Department, the heads of departments, offices and agencies insofar as their respective departments, offices and agencies are concerned subject to approval of the Secretary of Justice
- (c) In the case of the Judicial Department, the Chief Justice of the Supreme Court
- (d) In the case of the Constitutional Commissions and other Constitutional Offices, the respective Chairman and members thereof; in the case of the Office of the Ombudsman, the Ombudsman


The above officials shall likewise have the authority to render any opinion interpreting the provisions on the review and compliance procedures in the filing of statements of assets, liabilities, networth and disclosure of information.

In the event said authorities determine that a statement is not properly files, they shall inform the reporting individual and direct him/her to take necessary corrective action.

The individual to whom an opinion is rendered, and any other individual involved in a similar factual situation, and who, after issuance of the opinion acts in good faith in accordance with it shall not be subject to any sanction provided in the Code.

**Repealing Clause – all previous rules inconsistent herewith are deemed repealed or modified accordingly.**

Approved by:

  
**Engr. Ralph S. Uy**  
General Manager