



Republic of the Philippines
CASIGURAN WATER DISTRICT
L. Hapal St. Central, Casiguran, Sorsogon
Email: casiguranwd1988@gmail.com
CP# 0917-209-5367



MEMORANDUM:

DATE : **January 2, 2024**

TO : **ALL CWD PERMANENT, CASUAL EMPLOYEES AND BOARD OF DIRECTORS**

SUBJECT : **GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF SALN AND DISCLOSURES OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS**

COVERAGE

This guideline covers all permanent, casual employees and board of directors of Casiguran Water District.

GUIDELINES

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

All officials and employees shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative & Human Resources Development Section, 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;
- 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 his/her last day of office;

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. Duties of the Review and Compliance Committee

1. Receives and evaluates the SALN if the same has been submitted on time, all fields are filled out with correct information;
2. Prepares a list of the following employees, in alphabetical order, to be submitted to the Ombudsman on or before April 30 of every year and a copy furnished to CSC, on or before May 15 of every year.
 - Those who filed their SALNs with complete data;
 - Those who filed their SALNs but with incomplete data;

- Those who did not file their SALNs.

3. Ministerial Duty of the General Manager to issue Compliance Order

Immediately upon 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-extendable period of three (3) 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 SALN, must be declared or reflected in the next or succeeding SALN.

4. Sanctions

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 in Section VIII hereof 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 evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

1st offense – Suspension for (1) month and one (1) day to six (6) months

2nd offense – Dismissal from service

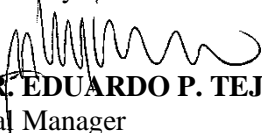
5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30

The HR shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

6. Effectivity

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

Approved by: ,


ENGR. EDUARDO P. TEJADA
General Manager