

MARIVELES WATER DISTRICT (MARIWAD) AGENCY REVIEW AND COMPLIANCE PROCEDURE ON SALN

I. PURPOSE

This issuance prescribes the procedures for the submission, review and compliance of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as the SALN) of the officials and employees of MARIWAD in compliance with Section 10 of the Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards of Public Officials and Employees and Civil Service Commission Resolution Nos. 1300455 and 1500088.

II. DECLARATION OF POLICY

Subject to existing rules and as mandated by Republic Act No. 6713, it is adopted as a policy of the District to require the full disclosure of Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections of all its officials and employees, including those of their spouses and unmarried children under eighteen (18) years of age, living in their households.

III. TIME OF FILING

The SALN should be filed:

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

| | | | | | |
|------------|--------|--------|--------|--------|--------|
| NET INCOME | 3,813 | 2,249 | 3,381 | 1,988 | 1,019 |
| EXPENSES | 33,280 | 34,888 | 36,898 | 31,104 | 39,131 |
| MEASURE | 51,433 | 51,241 | 58,541 | 35,115 | 30,141 |
| | 5003 | 5003 | 5004 | 5002 | 5008 |

- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of last day of office.

IV. FILLING-OUT OF SALN FORM

- A SALN form 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).
- In case the declarant spouses are both in the government service, all real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. After filling out the form, the spouses may reproduce the SALN Form as the number of copies required, but their signature should be original in the SALN Form to be submitted to their respective agencies.
- If the declarant's spouse is not in the government service, or if the declarant is unmarried, the declarant shall tick off the box marked as "Not Applicable"
- The declarant's spouse shall sign the SALN whether he/she is working in the government or not. If the said spouse refuses to sign the SALN, the declarant has to attach an explanation why no signature of spouse is present in the SALN.
- Spouses who are separated in fact or legally separated are still considered husband and wife, hence, the declarant's spouse still required to sign the SALN Form.
- For spouses of the SALN, the amounts found in the tax declaration of real properties shall be used as the basis for the declaration.
- The SALN Form to be used is the Revised Statement of Assets, Liabilities and Net Worth (SALN) as amended by CSC MC No. 03, 2015.

- h. The declarant shall also disclose his/her relatives working in government within the fourth civil degree of relationship, either by consanguinity or affinity.
- i. Declarant shall also declare his/her bilas (brother-in-law's wife or sister-in-law's husband), inso (wife of an elder brother or male cousin), and balae (parent of the declarant's son-in-law or daughter-in-law) in government.
- j. Consanguinity refers to the relationship by blood from the same stock or common ancestor, while 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.

V. DUTIES OF THE REVIEW AND COMPLIANCE COMMITTEE

- a. To receive the SALN and to evaluate if it is complete and if it was submitted on time using the proper form.
- b. To prepare a list of employees who filed their SALN with complete data, those who filed their SALN but with incomplete data, and those who did not file their SALN.
- c. Submit the list to the head of the agency, copy furnished the Civil Service Commission.

VI. REVIEW COMMITTEES

There is hereby created a Review and Compliance Committee composed of three (3) members from the Office.

VII. FILING PROCEDURES

All officers and employees shall file their Statement with the Administrative Officers.

VIII. RESERVATION CLAUSE

MARIWAD reserves the power and authority to further amend the foregoing procedure to cater important matters relevant to the purposes herein but not foreseen upon approval of this Procedure.

IX. APPROVAL

This Review and Procedure shall take effect immediately and all concerned shall be guided accordingly.

SALN REVIEW AND COMPLIANCE COMMITTEE


IRIS T. CANLAS
 Member


EULOGIO S. ENRIQUEZ, JR.
 Vice-Chairman


CRISTINELA RUTH I. LAMAYRA
 Chairman

| Item | 2003 | 2004 | 2005 | 2006 | 2007 |
|--|--------|-------|-------|-------|-------|
| 1. SALN REVIEW AND COMPLIANCE COMMITTEE | 120.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 2. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 3. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 4. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 5. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 6. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 7. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 8. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 9. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| 10. SALN REVIEW AND COMPLIANCE COMMITTEE | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |