

## **HERMOSA WATER DISTRICT AGENCY REVIEW AND COMPLIANCE PROCEDURE ON SALN**

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### **I. PURPOSE**

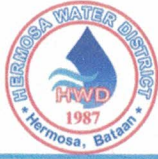
This issuance prescribes the procedures for the submission and review of the Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as Statement/s) of the officials and employees of this Agency in compliance with Section 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 Resolutions 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 Agency to require the full disclosure of Statements 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, and living in their household.

### **III. COVERAGE**

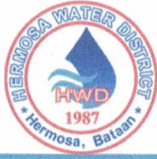
- A. The provision of this issuance shall apply to all officials and employees of this Agency who are holding regular plantilla positions, to wit:
1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his first day of service;
  2. On or before April 30 of every year thereafter. Statement of which must be reckoned as of the end of the preceding year.
  3. Within thirty (30) days after separation from the service. Statement of which must be reckoned as of his last day of office.
- B. Married couples who are either public officials or employees may file the required statement jointly or separately.



#### IV. CONTENTS OF THE STATEMENT

Declarations in the SALN shall have the following data: basic information, assets (real and personal properties), and liabilities, net worth, financial connections and business interests, and relatives in government.

- A. Real properties refer to properties which are immovable by nature (i.e. house and lot, land, building, condominium unit). Declaration of real properties shall include its description, kind, location, year and mode of acquisition, assessed value, current fair market value, acquisition cost, as well as improvements to the said properties.
- B. Personal properties, on the other hand, refer to jewelry, appliances, furniture, motor vehicles, investments or other assets such as cash on hand, cash in bank, negotiable instruments, securities, stocks, bonds, and the like. Declaration of personal properties shall include description, mode, year and cost of acquisition, or the value or amount of said personal properties.
- C. Liability refers to financial liability or anything that can result to a transfer or disposal of an asset. This includes those incurred by the declarant and also those of his/her spouse and unmarried children below 18 years old living in his/her household.
- D. The outstanding balance shall refer to the amount of money that is still due as of December 31 of the preceding calendar year.
- E. Net worth is the sum of all assets (real and personal) less total liabilities. In computing one's net worth, add the acquisition cost of all real properties and the acquisition cost or amount/value of money of all personal properties, then subtract the total liabilities.
- F. Business interests refer to declarant's existing interest in any business enterprise or entity, aside from his/her income from government. This shall include those of his/her spouse's and unmarried children's (below 18 years old and living in his/her household).
- G. Financial connections refer to declarants existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered. Declaration shall include his/her spouse's and unmarried children's (below 18 years old and living in his/her household) financial connections.
- 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. 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 her husband.
  - J. Relatives in the fourth degree of consanguinity include the declarant's first cousin.
  - K. Declarant should 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.
- V. **FORM OF THE STATEMENT**
- The statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial shall be filled in the prescribed SALN Form Revised 2015, downloadable from the CSC website [www.csc.gov.ph](http://www.csc.gov.ph).
- VI. **FILING PROCEDURES**
- All officers and employees shall file their Statements with the Administrative Officers/HRMO.
- VII. **REVIEW COMMITTEES**
- There is hereby created a Review and Compliance Committee composed of three (3) members from the office.
- VIII. **REVIEW PROCEDURES**
1. The designated committee shall conduct a complete review the statements submitted to it within ten (10) working days upon receipt to determine whether said statements which have been submitted on time, are complete, and are in proper form.
  2. In the event a determination is made that a statement is not so filed, the appropriate Committee shall so inform the reporting individual and direct to take the necessary corrective action.
  3. Furthermore, the only concern of the Review and Compliance Committee is to determine whether the SALNs are complete and in proper form. This means that the SALN contains all the required data, i.e., the public official answered all the questions and filled in all the blanks in his SALN Form. If it finds that required information has been omitted, the appropriate committee shall so inform the official who prepared the SALN and direct him to make the necessary correction.



Republic of the Philippines  
**HERMOSA WATER DISTRICT**

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4. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, 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.
  
5. Head of HRMO/Personnel shall transmit all original copies of SALNs received on or before June 30 of each year to Deputy Ombudsman for Luzon.

**IX. RESERVATION CLAUSE**

Hermosa Water District 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.

**X. APPROVAL**

APPROVED BY THE SALN REVIEW AND COMPLIANCE COMMITTEE:

  
MARY ANN V. FLORES  
Member

  
ALMIRA D. CRUZ  
Member

  
ENGR. GIDEON S. DE LEON  
Chairman