



# ORION WATER DISTRICT

## **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 FOR THE YEAR 2022**

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### **FILING AND SUBMISSION OF SALN ON TIME AND TO THE PROPER OFFICIAL**

- A. All officials and employees of the water district, excepts those who serve in an official honorary capacity, without service credit or pay, temporary, laborers and casuals or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections and submit to the ORIWAD SALN Review and Compliance Committee, 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 3 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  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 Connections in accordance with the guidelines provided under these rules.
- C. Public officials and employees are strictly required to fill in all applicable information and/or make a true detailed statement in their SALNs.


### **DUTIES OF THE ORION WD SALN REVIEW AND COMPLIANCE COMMITTEE**

Upon receiving the SALN forms, the ORIWAD SALN Review and Compliance Committee 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).

## **PENALTY**

The Head of Office and the ORIWAD Review and Compliance Committee 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).

## **ORION WATER DISTRICT REVIEW AND COMPLIANCE COMMITTEE**

  
GENIE T. REYES  
Member

  
CRISPIN O. TRIAS  
General Manager C

  
PRECIOUS L. GOTGOTAO  
Member

The said committee shall submit to the head office, copy furnished the CSC, on or before June 30 of every year, a list of employees in alphabetical order, who:

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

#### **MINISTERIAL DUTY OF THE HEAD OF OFFICE TO ISSUE COMPLIANCE ORDER**

Within five (5) days from 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 thirty (30) days from receipts of the said order.

#### **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 the 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 an show-cause 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 Revised Rules on Administrative Cases in the Civil Service (RRACS). CSC Resolution No. 46 (D) (8) of Rule X thereof, with the following penalties:

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

Public officials and employees who fail to comply within the thirty (30) day period required under Section 3 hereof or who submit their SALNs beyond the said period shall be considered as not having filed their SALNs, and shall be made liable for the offense of Failure to File SALN with a penalty of suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.

Heads of agencies/offices who fail to comply with the provisions of CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense and dismissal from the service for the second offense.

#### **TRANSMITTAL OF AL SUBMITTED SALNS TO THE CONCERNED AGENCIES ON OR BEFORE JUNE 30**

The ORIWAD SALN Review and Compliance Committee shall submit all original copies of the SALNS received, on or before June 30 of every year, to the office of the Ombudsman for Luzon.