



Republic of the Philippines  
**LICAB WATER DISTRICT**

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**LICAB WATER DISTRICT GUIDELINES IN THE REVIEW AND COMPLIANCE  
PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENTS OF ASSETS,  
LIABILITIES AND NET WORTH**

**RATIONALE**

Pursuant to Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Memorandum Circular No. 10 s. 2006 dated April 17, 2006 amended by Memorandum Circular No 3 s. 2013 dated January 24, 2013, Resolution Nos. 1300455 dated March 4, 2013 and 1500088 dated January 23, 2015 Licab Water District (LWD) hereby establish Agency Review and Compliance Procedure for the Submission of the Statement of Assets, Liabilities and Net Worth (SALN) of all employees.

**COVERAGE**

All Plantilla-Based Personnel regardless of employment status.

**GUIDELINES:**

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

- a. All Plantilla-Based Personnel (Plantilla Personnel) shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Administrative Division through the Administrative Services Chief B, to wit;
  1. Within 30 days (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; 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. 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).

**Section 2 . Persons authorized to review and evaluate the submitted SALN.**

There shall be designated Review and Compliance Committee to receive, through the HRMO and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provision on review and compliance procedure in the filing thereof.

**Section 3. Duties of the LWD SALN Review and Compliance Committee**

The review and Compliance Committee shall prepare a list of the following employees; in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:



- a. Those who filed their SALN's with complete data;
- b. Those who filed their SALN's but with incomplete data;
- c. Those who did not file their SALN's;

#### **Section 4. 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 SALN to comply within a non-extendible period of thirty (30) days from receipt of the said order.

#### **Section 5. 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 4 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show cause order directing the official or employee concerned to submit his/her comment or counter affidavit; and if the evidence so warrant, proceed with the conduct of the administrative proceedings, pursuant to the Revised Rules on Administrative Cases in the Civil Service (RRACCS), Resolution No. 1101902 dated November 8, 2011. The offense of failure to file SALN is punishable under Section 46(0)(8) of Rule X thereof, with the following penalties:

- 1<sup>st</sup> offense – Suspension for 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 SLANs beyond the said period shall be considered or 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)month for the first offense , and dismissal from the service for the second offense.”

“Head of agencies /offices who fail to comply with the provisions of CSC resolution No. 06-201date 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.”

#### **Section 6. Transmittal of all submitted SALNs to the concerned agencies on or before June 30**

The HRMO 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.

#### **EFFECTIVITY**

This guideline shall take effect immediately.

  
**ANNE LORELIE DL. LAURETA**  
General Manager

Date: September 24, 2021