



**KABANKALAN CITY WATER DISTRICT**  
Cor. Rizal & Ayum Sts., Kabankalan City, Negros Occidental  
Tel. No. (034) 4712-134 \* 4712-634 \* 746-7188  
Telefax No. (034) 4713-462  
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KCW D COPY

May 7, 2024



**ATTY. PHILLIP BERNARD H. CAPADOSA**  
Director II  
Civil Service Commission  
Negros Occidental Field Office  
Bacolod City

Dear Atty. Capadosa,

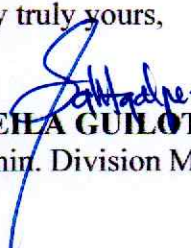
Greetings!

Respectfully submitting the **Kabankalan City Water District Office Memorandum and Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interest and Financial Connections for the calendar year December 2023.**

For your information and guidance.

Thank you very much.

Very truly yours,

  
**SHEHA GUILLOT- GUADALUPE**  
Admin. Division Manager C



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# MEMO

No. KWD Memo 09-2024

To : **ENGR. RICARDO M. REGALIA, JR.**  
From : THE ADMINISTRATIVE DIVISION MANAGER  
Date : April 1, 2024  
Re : Agency Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Net worth and Disclosure of Business Interest and Financial Connections

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Sir:

Attached are our Agency Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities, and Net worth (SALN) and Disclosure of Business Interest and Financial Connections in relation to PBB 2023 guidelines which every government office must comply. This will also be posted on our agency website as required.

For your review, approval, and dissemination.

  
**SHEILA GUILOT- GUADALUPE**



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[www.kabankalanwater.gov.ph](http://www.kabankalanwater.gov.ph)

OFFICE MEMO NO.  KCWD No. 09-2024	Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Net worth and Disclosure of Business Interest and Financial Connections	Date: April 1, 2024  Page 1 of 4
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## REFERENCES:

- 1987 Philippine Constitution
- Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees"
- CSC Memorandum No. 10, s. 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net worth and Disclosure of Business Interest and Financial Connections"
- CSC Resolution No. 1300455 dated March 4, 2013, on the "Review and Compliance Committee for the Statement of Assets, Liabilities and Net worth (SALN)".

## OBJECTIVES:

The Constitution of the Republic of the Philippines requires all public officials and employees to accomplish and file under oath their statement of assets, liabilities, and net worth (SALN) and disclosure of business interest and financial connections, including those of their spouses and unmarried children under eighteen (18) years of age living in their household. As it is endowed with the public interest, there is a need to establish a review and compliance procedure in the filing and submission thereof this Office Memorandum.

## COVERAGE:

This Office Memorandum shall cover all Plantilla-Based Personnel regardless of status and Casual Plantilla of Personnel.



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## GUIDELINES:

### Section 1 Filing and Submission of SALN

1. All Plantilla-Based Personnel (Plantilla of Personnel) and Casual Plantilla of Personnel shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the Administrative Division through the Human Resource Personnel (IRMO A), to wit:
2. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
3. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
4. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
5. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable must be marked N/A (not applicable).

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

There shall be a designated Review and Compliance Committee to receive, through the Human Resource Personnel of the Administrative Division, 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.

The Kabankalan City Water District's Review and Compliance Committee will be composed of the following:

- Chairman –General Manager
- Members:
  1. Human Resource Personnel (Admin Division Manager C)
  2. Commercial Division Manager



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### Section 3. Duties of the Review and Compliance Committee

The Review and Compliance Committee shall prepare list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished Civil Service Commission 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, and
- Those who did not file their SALNs

### Section 4. Ministerial Duty of the Head of Office to issue Compliance Order

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Agency 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 three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next succeeding SALN.

### Section 5. The sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure to correct/submit SALN in accordance with the procedure and within the given period pursuant to the directive and Section 4 hereof shall be ground for disciplinary action. The Head of the Agency 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 warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

**First Offense** - Suspension for one (1) month and one (1) day to six (6) months

**Second Offense** - Dismissal from the service



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

The Human Resource Personnel (IRMO A) of the Administrative Division shall transmit all original copies of the SALNs received to the concerned offices (Office of the Deputy Ombudsman for the Visayas and Civil Service Commission) on or before June 30 of every year.

### REPEALING CLAUSE:

All previous issuances inconsistent with these Office Memorandum are deemed repealed or modified accordingly.

### SEPARABILITY CLAUSE:

Unless expressly repealed or superseded, any part or provision in the Office Memorandum which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain force and effect.

### EFFECTIVITY

This Office Memorandum shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

Prepared by:

  
**SHEELA GUILOT- GUADALUPE**

Admin. Division Manager

Approved by:

  
**ENGR. RICARDO M. REGALIA, JR.**

General Manager