



Republic of the Philippines  
KAPATAGAN WATER DISTRICT  
Kapatagan, Lanao del Norte  
GOCC

---

## REVIEW AND COMPLIANCE PROCEDURE ON SALN

### I. PURPOSE

This issuance prescribes the procedures for the submission and review of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as the 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 provisions of this issuance shall apply to all officials and employees of this Agency who are holding regular plantilla positions whether on permanent or temporary status. The provisions shall not apply to those who serve temporary laborers and casual or temporary and contractual employees.

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 (Le. 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 declarant's 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 his wife, or a wife 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 interests and financial shall be filed in the prescribed SALN Form Revised 2015, downloadable from the CSC website [www.csc.gov.ph](http://www.csc.gov.ph) and shall be accomplished in four (4) copies.

#### VI. WHEN TO FILE THE STATEMENT

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. Statement of which must be reckoned as of the end of the preceding year.

C. Within thirty (30) days after separation from the service. Statement of which must be reckoned as of his last day of office.

#### VII. FILING PROCEDURES

All officers and employees shall file their Statements with the Administrative Officers,

#### VII. AVAILABILITY OF STATEMENTS FOR PUBLIC INSPECTION

Whenever needed pursuant to legal requirements, all Statements filed and submitted pursuant to this issuance shall be made available for public inspection at reasonable hours, subject to the limitations provided by law, rules and regulations for a period of ten (10) years after receipt of the same.



## IX. DISPOSAL OF STATEMENTS

The Statements may be destroyed after a period of ten (10) years from the date of filing unless needed in an on-going investigation.

## X. REVIEW COMMITTEE

There is hereby created a Review Committee of three (3) members from the Finance and Engineering Division.

Chairman: Susan P. Emot

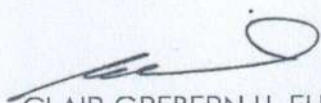
Members: Engineer Wilson O. Sienes  
Othello P. Ignacio

## XI. 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 him 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.
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 in Luzon region.

## XII. APPROVAL

This Review and Compliance Procedure on SALN was signed and approved on January 22, 2021



CLAIR GREBERN U. ELUMIR  
General Manager -C