



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 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

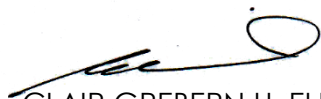
Members: Engineer Wilson O. Sienes
Othello P. Ignacio

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



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

February 2, 2021

OFFICE OF THE OMBUDSMAN

Ground Flr., Alu Bldg., Kauswagan National Highway,
Cagayan De Oro City

RECEIVED

FEB 04 2021

2:28 pm

Dear Sir:

Warm Greetings!

In compliance to the Executive Order 292 under Republic Act No. 6713, Sec. 8 KAPATAGAN WATER DISTRICT is submitting a summary list of employee complied with the law (submission of SALN), to wit:

- | | | |
|------|---------------------------|--|
| 1.) | Atamosa, Jr. Winfredo S. | Water Resources Facilities Tender-B |
| 2.) | Arcayena, Doroteo T. | Water/Sewerage Maintenance Man-B |
| 3.) | Buhangin Jr., Roberto C. | Water Resources Facilities Operator-B |
| 4.) | Campeciño, Jose Nestor L. | Utility Worker - B |
| 5.) | Cano, Jr. Crispin I. | Administration Services Aide |
| 6.) | Canonigo, Rito U. | Water/Sewerage Maintenance Man-B |
| 7.) | Carreon, Jr. Raul P. | Administration Services Assistant-C |
| 8.) | Devaras, Cheriebelle T. | Administrative Service Aide |
| 9.) | Elumir, Clair Grebern U. | General Manager C. |
| 10.) | Emot, Susan P. | Senior Accounting Processor-B |
| 11.) | Enclonar, Romel | Utility Worker - A |
| 12.) | Esguerra, Leevena B. | Accounting Processor A |
| 13.) | Eya, Daryl Engelbert C. | Supervising Property/Supply Officer Designate HRMO |
| 14.) | Galbines, Dinno B. | Water/Sewerage Maintenance Head |
| 15.) | Goc-ong, Feleclo L. | Water Resource Facilities Operator-C |
| 16.) | Hingpit, Clyde F. | Water/Sewerage Maintenance Man-B |
| 17.) | Ignacio, Othello P. | Data Encoder |
| 18.) | Insoy, Kimberly G. | Water/Sewerage Maintenance Man-C |
| 19.) | Janiola, Zosimo L. | Water/Sewerage Maintenance Man-B |
| 20.) | Luardo, Franz Joseph M. | Water/Sewerage Maintenance Man-B |
| 21.) | Mahanlud, Nestor G. | Light Equipment Operator |
| 22.) | Manatom, Ricky R. | Water/Sewerage Maintenance Man-B |
| 23.) | Manatom Jr., Roberto R. | Engineer-B |
| 24.) | Ortiz, Jr. Antonio C. | Water/Sewerage Maintenance Foreman |
| 25.) | Oscar, Alcosero B. | Utility Worker - B |
| 26.) | Padin, Florencio V. | Industrial Security Guard-C |
| 27.) | Pagente, Robert C. | Industrial Security Guard-C |
| 28.) | Rabe, Jeanet M. | Utility Worker-B |
| 29.) | Reyes Garry G. | Utility Worker-A |
| 30.) | Reyes, Nick J. | Water Resources Facilities Tender-A |
| 31.) | Sienes, Wilson O. | Engineering Assistant A |
| 32.) | Simeon, Leonita B. | Cashier - D |
| 33.) | Sumapig, Jennifer A. | Administrative Services Assistant-A |
| 34.) | Tariman, Danilo C. | Water/Sewerage Maintenance Man-A |
| 35.) | Tumbo, Junrey E. | Utility Worker - B |
| 36.) | Valera Jr., Ignacio B. | Water/Sewerage Maintenance Man-B |
| 37.) | Yonson, Jhufer S. | Instrument Technician-B |

Thank you and more power.

Respectfully yours:

GM CLAIR GREBERN U. ELUMIR
General Manager C



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

January 22, 2020


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JAN 04 2021

7:28 pm

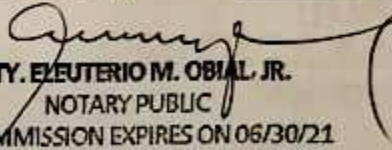
CERTIFICATION

I Clair Grebern U. Elumir, hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees Kapatagan Water District, as listed in the attached summary report of the Designate HRMO.


 Clair Grebern U. Elumir
 General Manager C
 January 22, 2020

SUBSCRIBE AND SWORN TO before me this 22 JAN 2021 day of _____, 20____, affiant exhibiting his/her competent evidence of identify, to wit: _____

NO. 434
 PAGE NO. 87
 BOOK NO. CXXXI
 SERIES OF 2021


ATTY. ELEUTERIO M. OBIAL, JR.
 NOTARY PUBLIC
 MY COMMISSION EXPIRES ON 06/30/21
 PER SUPREME COURT B. M. No. 3795
 PTR No. 4543287-1/04/21 BAROY, LDN
 JUP No. 135706-12/23/20 FOR CY 2021/ PASIG CITY
 ROLL No. 39386
 KAPATAGAN/LANA O DEL NORTE

KAPATAGAN WATER DISTRICT
Kapatagan Lanao del Norte
Summary List of Filers
State of Assets, Liabilities and Net Worth

CERTIFICATION

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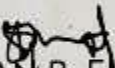
MAR 04 2021

IC No. 46
By: 2:28 pm

This is to certify that the SALNs submitted/included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review was made in accordance with the review and compliance procedure in filling and submission of SALNs pursuant to CSC Memorandum Circular No. 10 series of 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013).

Issued on JANUARY 22, 2020.


SUSAN P. EMOT
Chairperson


ENGR. WILSON O. SIENES
Member


OTHELLO P. IGNACIO
Member

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

RECEIVED

MAY 04 2021

2:28 pm

CERTIFICATION

This is to certify that the following officials/employees of this Office have FAILED to submit their Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interest and Financial Connections, for the year 2020 as required under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.

Name of Official/Employee (in Alphabetical Order)	Designation/Position	Remarks
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1. NONE
2. NONE
3. NONE

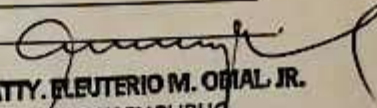
This certification is being issued for whatever legal purpose it may serve.

KAPATAGAN WATER DISTRICT, JANUARY 22, 2020
 Place and Date of Issuance


DARYL ENGELBERT C. EYA
 Administrative/Personnel Head

SUBSCRIBE AND SWORN TO before me this 22 JAN 2021 day of _____
 20_____

BOOK NO. 435
 PAGE NO. 87
 BOOK NO. CACCI
 JEBIS NO. 7021


ATTY. EUTERIO M. ORJAL JR.
 NOTARY PUBLIC
 MY COMMISSION EXPIRES ON 06/30/21
 PER SUPREME COURT B. M. No. 3795
 PTR No. 4543287-1/04/21 BAROY, LDN
 BF No. 136706-12/23/20 FOR CY 2021 V. BASH CITY
 ROLL No. 39386
 Administering Officer
 KAPATAGAN/LANA O DEL NORTE

KAPATAGAN WATER DISTRICT
Kapatagan Lanao del Norte
Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2020

No.	NAME OF EMPLOYEE (in Alphabetical Order)			TIN	Position	Net Worth	If spouse is with government service, PLEASE INDICATE NAME OF SPOUSE/EMPLOYER/ADDRESS	Please check (✓) Of Joint Filing
	Last Name	First Name	Middle Name					
1	SUMAPIG	JENNIFER	ATAY	931-385-349	Administration Services Assistant - A	335,000	VLADIMIR B. SUMAPIG/LGU KAPATAGAN/KAPATAGAN LANA DEL NORTE	
2	ANTONIO	ORTIZ	COLLADO	947-078-115	Water/Sewerage Maintenance Foreman	85,000		
3	EYA	DARYL ENGELBERT	CHU	419-433-877	Supervising Property/Supply Officer, Designate HRMO	1,250,000	CINDY LOUISE T. EYA/DEPED/TUBOD LANAO DEL NORTE	✓
4	EGNACIO	OTHELLO	PEDROSA	901-695-514	DATA ENCODER	210,000	ERMA CELIA R. EGNACIO/DEPED-LANA DEL NORTE/ PIGCARANGAN, TUBOD	
5	ENCLONAR	ROMEL	TOLOMIA	-Applied-	Utility Worker - A	228,000		
6	ATAMOSA, JR.	WINEFREDO	SEBUSANA	482-021-088-000	Water Resources Facilities Tender A	139,000		
7	YONSON	JHUFER	SERVANO	926-818-578	Instrument Technician - B	163,670	MA. CLARITA C. YONSON/MEDTECH.1/KAPATAGAN POBLACION HOSPITAL/POB; KAPATAGAN LANAO DEL NORTE	
8	MAHANLUD	NESTOR	QUILLA	949-464-954	Light Equipment Operator	332,240.00	MARIVIC C. MAHANLUD/BARANGAY HEALTH WORKER/RURAL HEALTH UNIT/POBLACION KAPATAGAN LANA DEL NORTE	
9	REYES	NICK	JORGIO	406-604-337-000	Water Resources Facilities Tender - A	250,010		
10	MANATOM	RICKY	RONDA	901-689-294	Water/Sewerage Maintenance Man - B	53,000	ARLYN T. MANATOM/T-I/DEPED KAPATAGAN EAST DISTRICT/KAPATAGAN LANAO DEL NORTE	

KAPATAGAN WATER DISTRICT
 Kapatagan Lanao del Norte
 Summary List of Filers
 Statement of Assets, Liabilities and Net Worth
 Calendar Year 2020

No.	NAME OF EMPLOYEE (in Alphabetical Order)			TIN	Position	Net Worth	If spouse is with government service, PLEASE INDICATE NAME OF SPOUSE/EMPLOYER/ADDRESS	Please check (✓) Of Joint Filing
	Last Name	First Name	Middle Name					
11	ARCAYENA	DOROTEO	TUGAHAN	901-689-315	Water/Sewerage Maintenance Man - B	374,800		
12	BUHANGIN	ROBERTO	CENAS	142-886-809	Water Resources Facilities Operator - B	158,000		
13	CANONIGO	RITO	UBAS	901-689-331	Water/Sewerage Maintenance Man-B	387,000		
14	SIENES	WILSON	OCAMPOS	926-827-150	Engineering Assistant - A	916,000	MARILYN S. SIENES/MASTER TEACHER 1 DEPED/PANOLOON ELEMENTARY SCHOOL SAPAD, LANA O DEL NORTE	✓
15	TUMBO	JUNREY	EBAJAN		UTILITY WORKER-B	62,000		
16	JANIOLA	ZOSIMO	LIGAS	920-316-204	Water/Sewerage Maintenance Man - B	127,980		
17	VALERA	IGNACIO	BARATO	901-639-323	Water/Sewerage Maintenance Man - B	202,000		
18	HINGPIT	CLYDE	FLAUTA	901-689-307	Water/Sewerage Maintenance Man-B	45,000.00		
19	TARIMAN	DANILO	COMISO	948-978-193	Water/Sewerage Maintenance Man - A	370,000		
20	EMOT	SUSAN	PALAHANG	150-805-592	Senior Accounting Processor - B	90,000		

KAPATAGAN WATER DISTRICT
Kapatagan Lanao del Norte
Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2020

No.	NAME OF EMPLOYEE (in Alphabetical Order)			TIN	Position	Net Worth	If spouse is with government service, PLEASE INDICATE NAME OF SPOUSE/EMPLOYER/ADDRESS	Please check (✓) Of Joint Filing
	Last Name	First Name	Middle Name					
21	CANO, JR.	CRISPIN	INCIO	947-077-322	Administrative Services Aide	137,725.56		
22	RABE	JEANET	MIRAN	948-122-284	Utility Worker - B	109,450.30	DIOSDADO A. RABE/INDUSTRIAL SECURITY GUARD/KAPATAGAN WATER DISTRICT/KAPATAGAN LANA DEL NORTE	
23	ELUMIR	CLAIR GREBERN	UY	928-757-071	ACTING GENERAL MANAGER - C	2,356,000	EDEN F. ELUMIR/BARANGAY OFFICIAL/BARANGAY POBLACION/ KAPATAGAN LANA DEL NORTE	
24	CARREON	RAUL JR.	PAREÑO	472-138-946-000	Administration Services Assistant - C	139,905		
25	ESGUERRA	LEEVENA	BALILI	411-249-913-000	Accounting Processor -A	11,562.87		
26	GALBINES	DINNO	BADIANA	948-122-322	Water/Sewerage Maintenance Head	48,374		
27	REYES	GARRY	GASCON	482-545-250-000	Utility Worker - A	93,400		
28	INSOY	KIMBERLY	GLODOVE	482-545-250-000	Water/Sewerage Maintenance Man - C	64,000		
29	LUARDO	FRANZ JOSEPH	MANATAD	947-077-121	WATER/SEWERAGE MAINTENANCE MAN-B	167,000		
30	PAGENTE	ROBERT	CATIIL	423-174-955-000	Industrial Security Guard - C	23,000		

KAPATAGAN WATER DISTRICT
Kapatagan Lanao del Norte
Summary List of Filers
Statement of Assets, Liabilities and Net Worth
Calendar Year 2020

No.	NAME OF EMPLOYEE (in Alphabetical Order)			TIN	Position	Net Worth	If spouse is with government service, PLEASE INDICATE NAME OF SPOUSE/EMPLOYER/ADDRESS	Please check (✓) Of Joint Filing
	Last Name	First Name	Middle Name					
31	MANATOM	ROBERTO JR.	RONDA	901-689-269	Engineer - B	450,000		
32	SIMEON	LEONITA	BARIMBAO	194-299-912	CASHIER-D	100,000		✓
33	DEVARAS	CHERIEBELLE	TAÑAN	939-724-991	Minutes Agenda Officer B	95,581	LEE ALDEN D. DEVARAS/POLICE OFFICER 1/PHILIPPINE NATIONAL POLICE/REGION 10 CAGAYAN DE ORO	✓
34	PADIN	FLORENCIO	VILLARTA	004-633-013-000	Industrial Security Guard - C	13,000		
35	GOC-ONG,	FELECIO	LAHOYLAHOY	196-401-832	Water/Sewerage Maintenance Man - A	18,000.00		✓
36	ALCOSERO	OSCAR	B.		UTILITY WORKER-B	6,900.00		
37	CAMPECIÑO	JOSE NESTOR	LADION		UTILITY WORKER-B	4,000.00		

Total Number of Filers: 37

Total Number of Personnel Complement: _____


Prepared by:


DARYL ENGELBERT CHU EYA

Chief/Head of Personnel Division/Administrative Division/HRMO

Position: S/ISO DESIGNATE-ARMO
 Email Address: water@kapatagan.gov.ph
 Contact No.: 092276743723
 Date: JAN 22, 2021

Noted by:


CLAIR GREBERN U. ELUMIR

Head of Agency

Position: _____
 Email Address: _____
 Contact No.: _____
 Date: _____

