



# BUENAVISTA WATER DISTRICT

Rizal Avenue, Barangay. 3, Buenavista, Agusan del Norte  
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## BOD RESOLUTION NO. 39 S. 2018

### POLICY GUIDELINES ON THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS (SALN)

WHEREAS, Public Officials and employees are required to submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and networth (SALN);

WHEREAS, It is being accomplished under oath as the public has the right to know their assets, liabilities, networth and financial and business interests including their spouse and unmarried children below eighteen(18) years of age living in their households, thus there is a need to establish a review and compliance procedure in the filling and submission thereof;

WHEREAS, This review and compliance procedures in the filing and submission of Statement of Assets, Liabilities and Networth (SALN) is in compliance with Section 10 of the Code of Conduct and Ethical Standard for Public Officials and Employees ( RA No. 6713), CSC Resolutions Nos. 1300455 and 1500088 and MC No. 2018-1 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

WHEREAS, policy shall cover the Board of Directors and all permanent employees.

NOW THEREFORE upon unanimous motion of the august body, be it –

RESOLVE AS IT IS HEREBY RESOLVE to set the Policy Guidelines on the Review and Compliance Procedures In The Filing And Submission Of Statement Of Assets, Liabilities And Networth And Disclosure Of Business Interest And Financial Connections (SALN), to wit:

#### **Section 1. Filing and Submission of SALN**

- A. All Board of Directors and Permanent Employees of Buenavista Water District shall file under oath their SALN and Disclosure of Business Interest and Financial Connections with the General Manager, to wit:
  - I. Within thirty (30) days after assumption of office, statement of which must be reckoned as of his/her first day of office;
  - II. On or before April 30 of every year thereafter, statement of which must be reckoned as of the end of the preceding year;
  - III. Within thirty(30) days after separation from the service, statement of which must be reckoned as of his/her last day of office;
- B. Employees are strictly required to fill out all applicable information and/or make a true and detailed statement in their SALs. 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.

#### **Section 3. Duties of the 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 furnish the Civil Service Commission on or before May 15 of every year:

- Those who filed their SALN with complete data;
- Those who filed their SALN but with incomplete data, and
- Those who did not file their SALNs

#### **Section 4. Ministerial Duty of the General Manager to issue Compliance Order**

Immediately upon receipt of the aforesaid list and recommendation, it shall be the ministerial duty of the General Manager 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 an non-extendable period of three (3) days from receipt of said order.

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

#### **Section 5. 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 a ground for disciplinary action. The General Manager shall issue a show-cause order directing the concerned employee 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 20187 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 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.

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

The HRMO shall transmit all original copies of the SALNs received to the concerned offices on or before June 30 of every year.

#### **SEPARABILITY CLAUSE**

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

#### **EFFECTIVITY**


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

ADOPTED this 1<sup>st</sup> day of October , 2018 at Buenavista, Agusan del Norte.

I HEREBY CERTIFY to the correctness of the foregoing resolution and which is still in full force and effect and has not been recalled nor revoked or cancelled.

  
**DIR. MERLY P. ABIVA**  
BOB Secretary

Attested by:

  
**DIR. RAYMUNDO A. AVISO, JR.,**  
*BOD Chairman*


Concurrence:

  
**DIR. AVELINO B. DUGLAS**  
*BOD Vice-Chairman*

  
**DIR. FLORIDA A. HORDISTA**  
*BOD Member*

  
**DIR. LAUDITA J. ARAPAN**  
*BOD Member*

Noted by:

  
**ELISA B. ALIBAY**  
*General Manager*