



Republic of the Philippines
TANDAG CITY WATER DISTRICT
Brgy. Mabua, Tandag City, Surigao del Sur
tandagwd.gov.ph/ (086)-211-3258 or 4600

POLICY GUIDELINES ON THE FILING AND SUBMISSION OF STATEMENTS OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

Legal Bases:

1. Civil Service Commission Resolution No. 1300455;
2. Civil Service Commission Resolution No. 1500088;
3. Civil Service Commission Memorandum Circular No. 3, s. 2015, and
4. Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713).

SALN Review and Compliance Committee:

- Chairperson:** ROSEMARIE F. ANDRES
Head, Admin Division
- Vice- chairperson:** JERRY A. BERNADAS
Head, Engineering Division
- Member:** FLOYD M. MENDEZ
Head, Finance Section
- Secretariat:** GRETCHEN N. BAGHARI
Head, Human Resource Mgt. Section
- JOLYN H. MENDEZ
SAP-A

The Review and Compliance Committee shall observe the procedures and perform its function, as follows:

1. Receive and review submitted SALN forms to determine whether said statements have been submitted on time, complete and in proper form
 - a. A SALN shall be deemed properly accomplished when all applicable information or details required therein are provided by the filer;
 - b. Items not applicable to the filer should be marked Not Applicable (NA).
2. Prepare and submit a list of employees, in alphabetical order to the General Manager, copy furnished the CSC and the Office of the Ombudsman, on or before April 30 of every year:

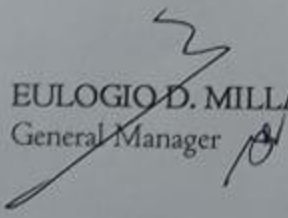
- a. Those who filed their SALNs with complete data;
 - b. Those who filed their SALNs with incomplete data; and
 - c. Those who did not file their SALN.
3. Prepare the Office Order to be issued by the General Manager requiring those who have incomplete data in their SALN to correct or supply the desired information and those who did not file or submit their SALN to comply within the non-extendible period of 30 days from receipt of said Order.
 4. Assist the Management/General Manager to demand or exact compliance from officials and employees who failed to correct or submit his or her SALN in accordance with the
 1. Above procedure and within the given period under pain of administrative disciplinary action.
 2. Assist the Management/General Manager in the preparation and issuance of Office Order directing the official or employee concerned to submit his or her comment or counter-affidavit; and if the evidence so warrants, to proceed with the conduct of administrative proceedings for the offense of failure to file SALN pursuant to the Rules on Administrative Cases in the Civil Services (RACCS 2017)

The Committee shall observe and comply with all other rules and procedures provided by CSC Resolutions and other issuances and rules issued by the Office of the Ombudsman on matters concerning the filing of SALN.

All related and necessary expenses that may be incurred by the Committee are hereby authorized subject to the usual accounting and auditing rules and regulations.

This policy shall take effect immediately.

Approved by:


EULOGIO D. MILLA, CE, ASEAN Eng
General Manager

Date: September 25, 2020