



# Calamba Water District

Lakeview Subdivision, Halang, Calamba City, Laguna  
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752

[www.cwd.com.ph](http://www.cwd.com.ph)

ISO Certificate Registration No. PHP QMS 21 93 0047



---

## GUIDELINES ON THE REVIEW AND COMPLIANCE PROCEDURE IN FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF CALAMBA WATER DISTRICT

### I. INTRODUCTION

The Calamba Water District (CWD) established its review and compliance procedure pursuant to Rule VII of Implementing Rules and Regulation (IRR) of Republic Act No. 6713 otherwise known as *An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees*, CSC Memorandum Circular No. 10 s. 2006 dated April 17, 2006 amended by Memorandum Circular No. 3 s. 2013 dated January 24, 2013, for the submission of Statement of Assets, Liabilities and Net Worth (SALN).

### II. COVERAGE

Members of the Board of Directors and CWD employees with permanent and temporary appointment status.

### III. GUIDELINES

#### Section I. Filing and Submission of SALN

- a. Employees shall file under oath his/her SALN and Disclosure of Business Interests and Financial Connections to the Administrative Department/Human Resource Division on the basis of:
  - a.1 Within thirty (30) days after assumption of duty;
  - b.2 on or before April 30 of every year;
  - c.3 Within thirty (30) days after separation from the service, reckoned from the last day of office.
- b. All items on the SALN form shall be filled-up, if any item/s is not applicable



# Calamba Water District

Lakeview Subdivision, Halang, Calamba City, Laguna  
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752  
[www.cwd.com.ph](http://www.cwd.com.ph)



ISO Certificate Registration No. PHP QMS 21 93 0047

---

then marked "NA".

- c. All information must be readable and erasures are not allowed.
- d. Employees must use the required "Additional sheet" if necessary.

## Section 2. Content of SALN and Financial Disclosure

The statement of Assets, Liabilities and Net Worth shall contain information indicating the following:

- a. Real property, its improvement, acquisition costs, assessed value and current fair market value;
- b. Personal property and acquisition costs;
- c. All other assets such as investments, cash on hand or in banks, bonds, and the like;
- d. The Disclosure of Business Interests and Financial Connections shall contain information on any existing interests in, or any connections with, any business enterprises or entities, whether as proprietor, investor, promoter, partner, shareholder, officer, managing director, executive, creditor, lawyer, legal consultant, accountant, auditor, and the like, the names and addresses of the business enterprises or entities, the dates when such interests or connections were established, and such other details as will show the nature of the interests or connections.

## Section 3. Review and Evaluation of SALN

The CWD Review and Compliance Committee shall evaluate the forms submitted by the employees, taking into consideration the time of submission, completeness and proper use form. In the event the Committee find any improper, conflicting interest or incomplete details, the employee concerned shall be notified to take the necessary corrective action.



# Calamba Water District

Lakeview Subdivision, Halang, Calamba City, Laguna  
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752

[www.cwd.com.ph](http://www.cwd.com.ph)

ISO Certificate Registration No. PHP QMS 21 93 0047



## Section 4. Submission to the Office of the Ombudsman

The Administrative Department/Human Resource Division shall submit the collated SALNs to the Office of the Ombudsman not later than June 30 of every year.

## IV. Composition of Review and Compliance Committee

The CWD's Review and Compliance Committee shall be composed of five (5) members to wit:

1. Chairperson - shall be the head of the Administrative Department being the ministerial office for the compliance of SALN, or his/her designated alternative;
2. Co-chairperson - shall be the head of the Finance Department, or his/her designated alternative;
3. Head of the Human Resource Division;
4. First level regular and /or alternate representatives of the rank and file career employees;
5. Second level regular and /or alternate representatives of the rank and file career employees;
6. Secretariat – staff from Human Resource Division

## Section 5. Duties of Review and Compliance Committee

- a. The Committee shall ensure that Board of Directors, permanent and temporary employees submit their SALN properly, timely and truthfully;
- b. The Committee shall prepare summary or list of employees that:
  - 1) submitted their SALN
  - 2) submitted but needs correction; and



# Calamba Water District

Lakeview Subdivision, Halang, Calamba City, Laguna  
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752  
[www.cwd.com.ph](http://www.cwd.com.ph)



ISO Certificate Registration No. PHP QMS 21 93 0047

- 3) failed to submit.
- c. Submit recommendation or action plan to those who failed to comply with the submission of SALN.

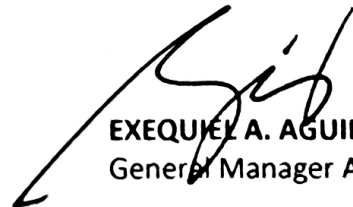
## V. Sanction for Failure to Comply

Failure of any official or employee to submit their SALN and Disclosure of Financial Connections is considered as an administrative offense punishable by:

- a. *First Offense* - Suspension of one (1) day to six (6) months
- b. *Second Offense* - Dismissal from the service

## VI. Effectivity

This guideline shall take effect immediately

  
EXEQUIEL A. AGUILAR, JR  
General Manager A