



Republic of the Philippines  
*Metropolitan Cebu Water District*

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**METROPOLITAN CEBU WATER DISTRICT**

**Review and Compliance Procedure of Statement of Assets, Liabilities and Networth (SALN) and  
Disclosure Business Interests and Financial Connections**

**Section 1. Filing and Submission of SALN on Time and to the Proper Official**

- a. All officials and employees of the water district, except those who serve in an official honorary capacity, without service credit or pay, temporary laborers and casual or temporary and contractual workers, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections and submit to the MCWD SALN Review and Compliance Committee, to wit:
  1. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
  2. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
  3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
- b. Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections in accordance with the guidelines provided under these rules.
- c. Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

**Section 2. Duties of the MCWD SALN Review and Compliance Committee**

Upon receiving the SALN forms, the MCWD SALN Review and Compliance Committee shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

The said committee shall submit to the head of office, copy furnished the CSC, on or before May 15 of every year, a list of employees in alphabetical order, who:

- a.) filed their SALNs with complete data;
- b.) filed their SALNs but with incomplete data; and
- c.) did not file their SALNs.

**Section 3. Ministerial Duty of the Head of Office to issue Compliance Order**

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office 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 a non-extendible period of three (3) days from receipt of said order.

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

#### Section 4. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure of an official or employee to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 hereof shall be a ground for disciplinary action. The Head of Office shall issue a show-cause order directing the official or employee concerned 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 Uniform Rules on Administrative Cases in the Civil Service (CSC Resolution No. 99-1936 dated August 31, 1999). The offense of failure to file SALN is punishable under Rule IV, Section 52 (B) (8) thereof, with the following penalties:

1<sup>st</sup> offense – Suspension for one (1) month and one (1) day to 6 months

2<sup>nd</sup> offense – Dismissal from the service

#### Section 5. Transmittal of all submitted SALNs to the concerned agencies on or before June 30.

The MCWD SALN Review and Compliance Committee shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the Office of the Ombudsman Region VII.

#### Section 6. Penalty

The Head of Office and the MCWD SALN Review and Compliance Committee who failed to perform their duties may be held liable for neglect of duty under Section 46, Chapter 7, Subtitle A, Title I, Book V of the Administrative code of 1987 (Executive Order No. 292).

#### MCWD SALN REVIEW AND COMPLIANCE COMMITTEE:

  
ELSON C. ENGLIS  
Chairperson/HRD Manager

  
LORENA C. VELOS  
Member/OIC-Personnel Welfare Div, HRD

  
ANNA LIZA M. RODIL  
Member/OIC-Mgt Audit Div, IAD

  
MAE FELLE M. SERRA  
Alternate Member/IRMA-A, HRD

#### APPROVED:

  
ENGR. JOSE EUGENIO B. SINGSON, JR.  
General Manager