



Republic of the Philippines
Camarines Norte Water District
Daet, Camarines Norte

GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING OF AND SUBMISSION OF THE REVISED STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

RATIONALE

As required by the Civil Service Commission (CSC) per Memorandum Circular No. 03, s. 2015, Memorandum Circular No. 11, s. 2017 on the Revised Statement of Assets, Liabilities and Net Worth and pursuant to Section 10 of the Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, the CNWD hereby promulgates the following guidelines for the annual submission of employees' Statement of Assets, Liabilities and Networth (SALN) as of December 31, 2017.

FILING AND SUBMISSION OF SALN

- a. All CNWD Plantilla Personnel shall file under oath their Statement of Assets, Liabilities and Networth (SALN) with the Human Resource Management Officer (HRMO), to wit:
 - Within thirty(30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - On or before April 30 every year thereafter, statements of which must be reckoned as of the end of the preceding year; or
 - Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
- b. Employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable). The revised 2015 SALN form shall be used by the employees.

PERSONS AUTHORIZED TO REVIEW AND EVALUATE THE SUBMITTED SALN

The Human Resource Management Officer (HRMO) and the Review and Compliance Committee shall receive copies of employees' SALN and evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.