


**Review and Compliance Procedure in the Filing and Submission  
of the Statement of Assets, Liabilities and Net Worth (SALN)  
and Disclosure of Business Interest and Financial Connections**

1. All employees and members of the board of the Dipolog City Water District shall, under Sec. 8 (A) of RA 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, file under oath their Statement of Assets, Liabilities and Net Worth (SALN) and a Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen (18) years of age living in their households. The documents shall contain information on the following:
    - a. real property, its improvements, acquisition costs, assessed value and current fair market value;
    - b. personal property and acquisition cost;
    - c. all other assets such as investments, cash on hand or in banks, stocks, bonds, and the like;
    - d. liabilities, and;
    - e. all business interests and financial connections.
  
  2. The SALN shall be accomplished in four (4) copies using the prescribed form and must be filed:
    - a. Within thirty (30) days after assumption to office;
    - b. On or before February 28 of every year thereafter; and
    - c. Within thirty (30) days after separation from the service.
  
  3. The Review and Compliance Committee shall conduct a review of the submitted SALNs and evaluate if the SALNs received has been submitted on time, complete and in proper form.
  
  4. The Committee shall submit the results of the review and evaluation to the General Manager using the prescribed Review and Compliance of Statement of Assets, Liabilities and Net Worth Form herein referred to as Annex A, and shall likewise prepare a list of the following employees on or before March 31 of every year:
    - a. Those who filed their SALNs with complete data;
    - b. Those who filed their SALNs but with incomplete data; and
    - c. Those who did not file their SALNs.
  
  5. A copy of the report referred to in No. 4 shall also be submitted to the Civil Service Commission (CSC) on or before April 30 of every year.
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6. All original copies of the received SALNs shall be transmitted to the Regional Office IX, Deputy Ombudsman on or before May 31 of every year.
7. Failure of an employee or member of the board to submit his/her SALN and failure to disclose or misdeclaration of any asset, liability or business interest, financial connection, and relative in the government in his/her SALN shall constitute a violation of Section 8 of RA 6713 and shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.
8. This policy shall take effect upon approval of the Board of Directors.

Approved this 21<sup>st</sup> day of September 2018 per Board Resolution No. 144 series of 2018.

  
**FLORDELIZ A. ASENIERO**  
Secretary

  
**REDENTOR V. ASPRER**  
Asst. Sec/Treas.

  
**BENSYB C. SYBICO**  
Treasurer

  
**FR. ENRICO R. MONTANO**  
Member

  
**JOSEPHINE B. LEYSON**  
Chairperson

**Dipolog City Water District**  
 Highway Minaog, Dipolog City

**REVIEW AND COMPLIANCE OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH**

For the Year \_\_\_\_\_

	NAME			POSITION	DATE OF SUBMISSION	TIMELINESS	COMPLETENESS	IN PROPER FORM	REMARKS
	LAST	FIRST	MIDDLE						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

\* REMARKS : COMPLETE - submitted SALN with Complete Data;  
 INCOMPLETE - submitted SALN but with Incomplete Data  
 NO SALN SUBMITTED - did not submit SALN

Reviewed:

\_\_\_\_\_  
 Member, Review and Compliance Committee

\_\_\_\_\_  
 Chairperson, Review and Compliance Committee