


**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 21st 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



DIPOLOG CITY WATER DISTRICT
Minaog, Dipolog City 7100
Philippines

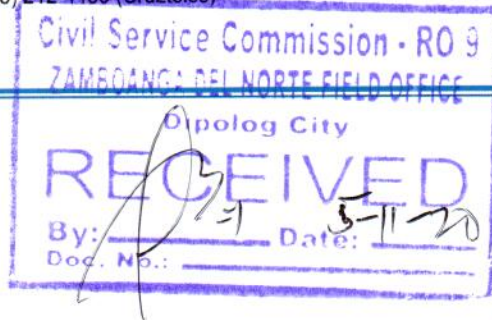
website: www.dipologwater.gov.ph
e-mail address: dcwd@dipologwater.gov.ph
(065) 908-0154 (PLDT)
(065) 212-4485 (Cruztelco)



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March 27, 2020

ENGR. RUEL D. TABADA
General Manager
Dipolog City Water District
Minaog, Dipolog City



Dear Sir,

In compliance with CSC Resolution No. 1300455, I hereby submit to you the report of the Review and Compliance Committee regarding the status of employee's submission of their respective SALN for the year 2019 to this office.

Attached herewith is the Review and Compliance of Statement of Assets, Liabilities and Net Worth for the year 2019.

GRACELLA B. PALUCA

Chairperson, Review and Compliance Committee

Cc: Atty. Jerry Mayormita
CSC Director II

Dipolog City Water District
Highway Minaog, Dipolog City

REVIEW AND COMPLIANCE OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
For the Year 2019

NAME			POSITION	DATE OF SUBMISSION	TIMELINESS	COMPLETENESS	IN PROPER FORM	REMARKS	
LAST	FIRST	MIDDLE							
1	Acopiado	Victor	Mindoro	Water Resources Facilities Tender B	2/12/2020	ON TIME	YES	YES	COMPLETE
2	Agan	Reyes	Salaveria	Plant Substation Helper C	2/28/2020	ON TIME	YES	YES	COMPLETE
3	Badiang	Tito	Pikit	Welder B	2/5/2020	ON TIME	YES	YES	COMPLETE
4	Barabad	Colleen Phyllis	Gajunera	Sr. Accounting Processor B	2/28/2020	ON TIME	YES	YES	COMPLETE
5	Bongcasan	Cyril	Parama	Instrument Technician B	2/4/2020	ON TIME	YES	YES	COMPLETE
6	Cavan III	Felix	Zamoras	<i>Water/Sewerage Maintenance General</i>	2/11/2020	ON TIME	YES	YES	COMPLETE
7	Dagpin	Richard Dean	Baguioso	Procurement Assistant B	2/17/2020	ON TIME	YES	YES	COMPLETE
8	Daymiel	Kris Jeffrey	Juele	<i>Supervising Engineer B</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
9	Dela Peña	Cherry Lyn	Narvacan	<i>Senior Internal Control Officer B</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
10	Dominguez	Melchor	Pagao	Water Resources Facilities Tender B	2/24/2020	ON TIME	YES	YES	COMPLETE
11	Duhaylungsod	Mark Marben	Subrado	Utilities/Customer Service Assistant E	2/4/2020	ON TIME	YES	YES	COMPLETE
12	Duterte	Joselito	Velasco	Plumber C	2/5/2020	ON TIME	YES	YES	COMPLETE
13	Empeynado	Ma. Genelyn	Ortega	<i>Division Manager B</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
14	Enero	Gail Claire Antoinette	Rangas	Corporate Budget Examiner	2/13/2020	ON TIME	YES	YES	COMPLETE
15	Fullon	Felipe	Francisco	Internal Control Assistant A	2/27/2020	ON TIME	YES	YES	COMPLETE
16	Gadrinab	Joselito	Anao	Plumber C	2/3/2020	ON TIME	YES	YES	COMPLETE
17	Galaura	Moises	Amora	Water Resources Facilities Tender B	2/24/2020	ON TIME	YES	YES	COMPLETE
18	Gonzales	Jade	Neri	Division Manager B	2/27/2020	ON TIME	YES	YES	COMPLETE
19	Jatico	Elmer	Ig-agao	<i>Utilities/Customer Service Assistant A</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
20	Junio	Amabell	Dinawanao	Accounting Processor A	2/13/2020	ON TIME	YES	YES	COMPLETE
21	Limbaring	Brigida	Villaruel	<i>Senior Cashier</i>	2/18/2020	ON TIME	YES	YES	COMPLETE
22	Limbaring	Delfin	Cadavedo	<i>Storekeeper A</i>	2/18/2020	ON TIME	YES	YES	COMPLETE
23	Madera	Mark Angelo	Obnimaga	Utilities/Customer Service Assistant D	2/27/2020	ON TIME	YES	YES	COMPLETE

Dipolog City Water District
Highway Minaog, Dipolog City

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For the Year 2019

24	Magallanes	Marlou	Baclion	Water Resources Facilities Foreman	2/10/2020	ON TIME	YES	YES	COMPLETE
25	Maglangit, Jr.	Themestocles	Suan	<i>Heavy Equipment Operator</i>	2/11/2020	ON TIME	YES	YES	COMPLETE
26	Maghinay	Josie	Pon	<i>Plant Substation Helper C</i>	2/3/2020	ON TIME	YES	YES	COMPLETE
27	Maghinay	Ricky	Tamparong	<i>Plant Substation Helper C</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
28	Manabit	Jergens Mae	Acasio	Utilities/Customer Service Assistant E	2/18/2020	ON TIME	YES	YES	COMPLETE
29	Manriquez	Nabella	Galgo	Cashier B	2/17/2020	ON TIME	YES	YES	COMPLETE
30	Martin	Leodenson	Maldo	<i>Utilities/Customer Service Assistant A</i>	2/27/2020	ON TIME	YES	YES	COMPLETE
31	Montano	Jerome	Velsis	Plant/Substation Helper C	2/11/2020	ON TIME	YES	YES	COMPLETE
32	Morallo	Andrew	Recososa	General Manager B	2/13/2020	ON TIME	YES	YES	COMPLETE
33	Mutia	Roel	Boctot	Plant Substation Helper C	2/3/2020	ON TIME	YES	YES	COMPLETE
34	Nadala	Janet	Ratificar	<i>Division Manager B</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
35	Navarro	Romer	Aban	Water Resources Facilities Tender B	2/17/2020	ON TIME	YES	YES	COMPLETE
36	Olmoguez	Elcid	Laclac	<i>Senior Utilities/Customer Service Officer</i>	2/3/2020	ON TIME	YES	YES	COMPLETE
37	Padogdog, Jr.	Cipriano	Cahilog	<i>Supervising Engineer A</i>	2/6/2020	ON TIME	YES	YES	COMPLETE
38	Paluca	Gracella	Batilona	<i>Department Manager B</i>	2/27/2020	ON TIME	YES	YES	COMPLETE
39	Patangan	Donnabel	Duhig	Utilities/Customer Service Assistant B	2/28/2020	ON TIME	YES	YES	COMPLETE
40	Piala	Filipisneri	Abaa	<i>Senior Auto-Mechanic</i>	2/13/2020	ON TIME	YES	YES	COMPLETE
41	Sendil	Joephel Rey	Barbaso	<i>Senior Water/Sewerage Maint.enance</i>	2/28/2020	ON TIME	YES	YES	COMPLETE
42	Tabada	Ruel	Dulang	Department Manager B	2/28/2020	ON TIME	YES	YES	COMPLETE
43	Tome	Nursiva	Sali	<i>Division Manager B</i>	2/17/2020	ON TIME	YES	YES	COMPLETE
44	Torres	Charmaine	Guzman	Chemist B	2/17/2020	ON TIME	YES	YES	COMPLETE
45	Ualat	Rosan Hope	Bael	Utilities/Customer Service Assistant D	2/13/2020	ON TIME	YES	YES	COMPLETE
46	Wate	Ian	Dalaygon	Water Resources Facilities Operator B	2/10/2020	ON TIME	YES	YES	COMPLETE
47	Ybañez	Bea Feliz	Inding	Utilities/Customer Service Assistant B	2/13/2020	ON TIME	YES	YES	COMPLETE
48	Zamoras	Perfecto	Refugio	<i>Senior Water Resources Facilities Operator</i>	2/17/2020	ON TIME	YES	YES	COMPLETE

Annex A

Dipolog City Water District
Highway Minaog, Dipolog City

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For the Year 2019

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INCOMPLETE - submitted SALN but with Incomplete Data
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Reviewed:


MA. GENELYN O. EMPEYNADO

Member


CHERRY LYN N. DELA PEÑA

Member


JANET R. NADALA

Member


GRACELLA B. PALUCA

Chairperson, Review and Compliance Committee