	Document Type:	Document Code	PL-HR-SALN
	POLICY	Revision No.	01
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**1.0 OBJECTIVE:**

To ensure that management conducts reviews and compliance on the submission of Statement of Assets, Liabilities and Net Worth (SALN) of all officials and employees of the Byg-WD in order to comply the mandate under RA 6713.

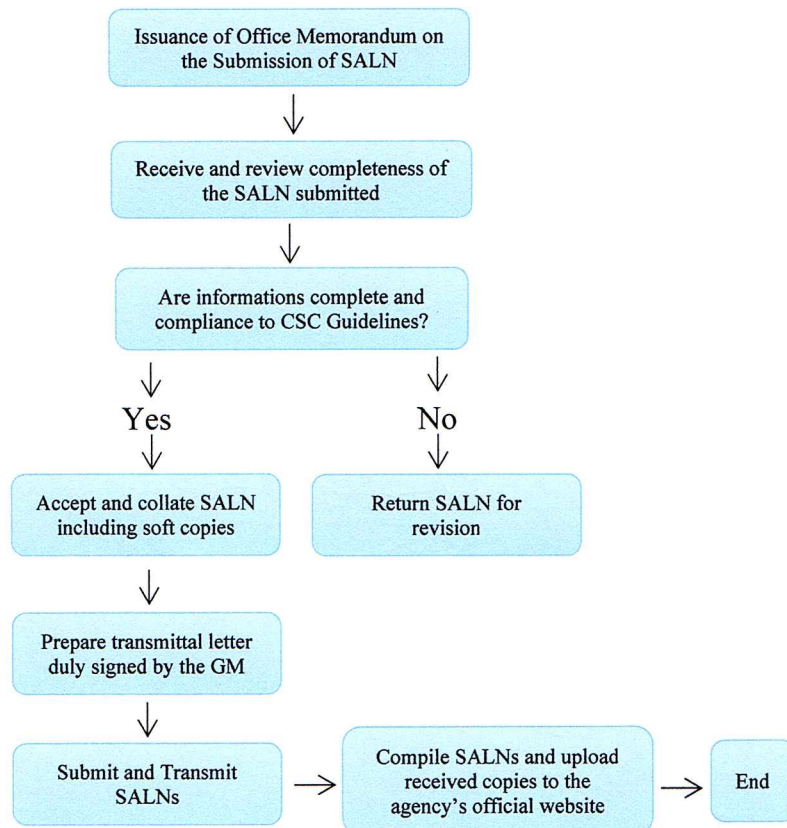
**2.0 SCOPE:**


This applies to all officials and permanent employees of the Byg-WD.

**3.0 ACRONYMS/DEFINITION OF TERMS:**

None.


**4.0 FLOW CHART:**



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## 5.0 PROCEDURES:

Step No.	Responsible Person/Division	Activity Description
1	GM	Issues Office memorandum on the submission of SALN in three (3) copies
2.1	Administrative Officer	<p>Receives and reviews completeness of entries and compliance of the SALN submitted per CSC Guidelines. Check on the following details:</p> <ul style="list-style-type: none"> <li>➤ Basic Information</li> <li>➤ Assets, Liabilities and Net Worth</li> <li>➤ Real Properties (with exact location)</li> <li>➤ Personal Properties</li> <li>➤ Liabilities</li> <li>➤ Computation of Net Worth</li> <li>➤ Financial Connection and Business Interests</li> <li>➤ Relatives in the Government</li> <li>➤ Signatures (Declarant &amp; Spouse, if applicable)</li> <li>➤ Certifications (if applicable)</li> <li>➤ Mark with "N/A" for items that are not applicable</li> <li>➤ Duly Notarized</li> </ul>
2.2	Administrative Officer	Accepts and collates SALNs then check if all the Board of Directors and permanent employees have filed their SALNs within the deadline of submission in the prescribed form. Scan SALNs and save PDF soft copies in Flash Drive.
3	Administrative Officer	Prepares and drafts transmittal letter
5	GM	Signs the transmittal and approves for submission to the Office of the Ombudsman-Northern Mindanao together with the List of Filers, Certification that the SALNs submitted electronically are faithful reproductions of the original SALNs of the Board of Directors and Permanent Employees of the Byg-WD and Certification that No officials/employees who failed to submit their SALN as required under Section 8 of RA 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.
6	Administrative Officer	<p>Submits/Transmits SALNs to the Office of the Ombudsman-Northern Mindanao, including the following:</p> <ul style="list-style-type: none"> <li>➤ Transmittal Letter</li> <li>➤ Summary List of Filers and the corresponding PDF copies</li> </ul>

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		<ul style="list-style-type: none"> <li>➤ Certification that the SALNs submitted electronically are faithful reproductions of the original SALNs of the Board of Directors and permanent employees of the Byg-WD</li> <li>➤ Certification that NO officials/employees failed to submit their SALNs required Under Section 8 of RA 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman on June 21, 1995.</li> </ul>
7	Administrative Officer	Compile SALNs for record purposes and scan received copies from the Ombudsman and upload it to the Agency's official website at <a href="http://www.bayuganwaterdistrict1983.org">www.bayuganwaterdistrict1983.org</a>

## 6.0 DOCUMENTS / REFERENCES:

DBM Memorandum Circular 2022-01

## 7.0 INTERFACES:

All employees  
Board of Directors  
Office of the Ombudsman  
CSC

Prepared by:

  
**GILMARIE D. TAN**  
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Approved:

  
**FELIPA M. ASIS, MPA**  
 General Manager