



BAYUGAN WATER DISTRICT

Lanzones Street, Poblacion, Bayugan City, Agusan del Sur
Website: www.bayuganwaterdistrict1983.org; Telefax: (085) 343-6383;
Email: bayugan_wd83@yahoo.com.ph

OFFICE ORDER

No. 3, s. 2018

July 31, 2018

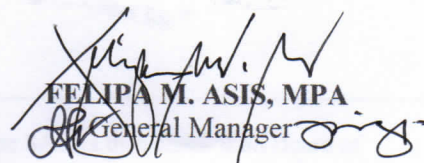
SUBJECT : **CREATION OF THE BAYUGAN WATER DISTRICT (Byg-WD)
SALN REVIEW AND COMPLIANCE COMMITTEE**

Pursuant to the pertinent provisions of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", all government officials and employees are required to file their Statement of Assets, Liabilities and Net Worth (SALN) every year in accordance with Memorandum Circular No. 2018-1, Section 6.5.a provision of the Inter-agency Task Information and Reporting Systems, "Each department/agency shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete and in proper form", the Byg-WD SALN Review and Compliance Committee shall be created with the following composition:

Chairman : **FELIPA M. ASIS, MPA** - General Manager
Members : **ROBELYN T. LADARAN** - Division Manager, Admin/Finance Division
LUCITA D. TABOR - Administration Services Assistant B

As such, the Committee shall review and ensure that the Statements of Assets, Liabilities and Net Worth Forms, prepared by officials and employees of Byg-WD are properly accomplished and submitted on time of the prescribed form.

For compliance.


FELIPA M. ASIS, MPA
General Manager

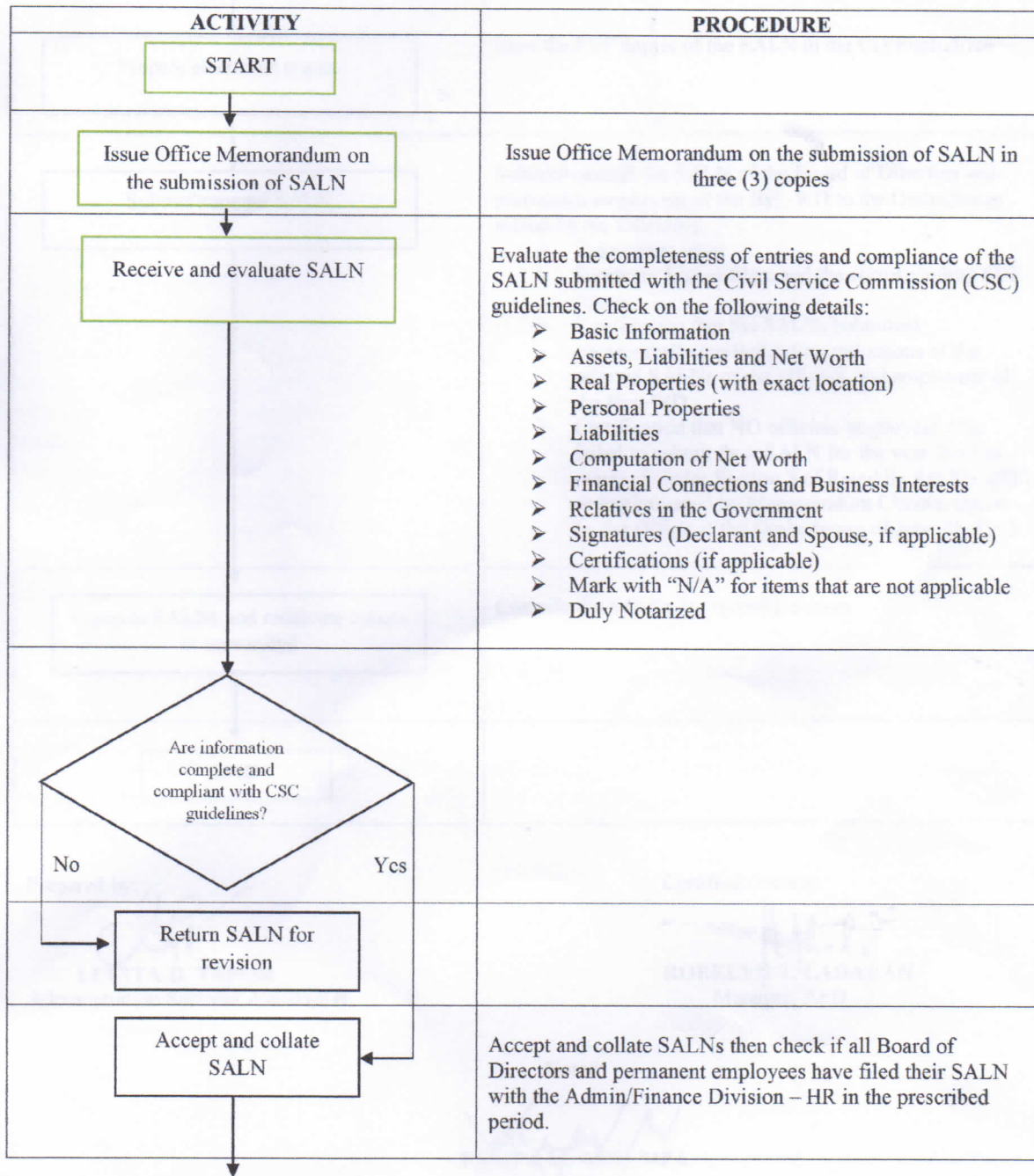
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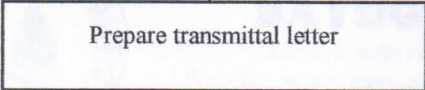
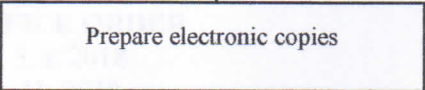
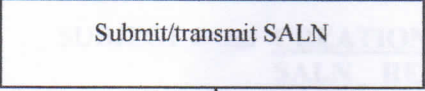
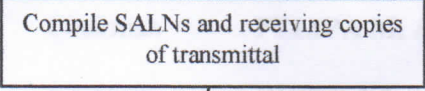
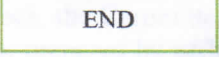


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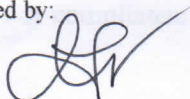
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REVIEW AND COMPLIANCE PROCEDURE OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)



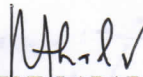
	<p>Prepare transmittal letter to the Office of the Ombudsman – Northern Mindanao together with the Summary List of Filers, Certification that the SALNs submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the Byg-WD and Certification that NO officials/employees who failed to submit their SALN for the year 2017 as required Under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman of June 21, 1995.</p>
	<p>Save the PDF copies of the SALN in the CD/Flash drive</p>
	<p>Submit/transmit the SALN of the Board of Directors and permanent employees of the Byg-WD to the Ombudsman including the following:</p> <ul style="list-style-type: none"> ➤ Transmittal letter ➤ Summary List of filers and the corresponding PDF copies ➤ Certification that the SALNs submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the Byg-WD ➤ Certification that NO officials/employees who failed to submit their SALN for the year 2017 as required Under Section 8 of Republic Act No. 6713 as implemented by Memorandum Circular issued by the Office of the Ombudsman of June 21, 1995
	<p>Compile the SALNs for record purposes</p>
	

Prepared by:



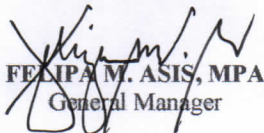
LUCITA D. TABOR
Administration Services Assistant B

Certified Correct:



ROBELYN T. LADARAN
Manager, AFD

Noted:



FELIPA M. ASIS, MPA
General Manager