



## BAYUGAN WATER DISTRICT

Lanzones Street, Poblacion, Bayugan City, Agusan del Sur  
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### OFFICE ORDER

No. 21, s. 2019

September 10, 2019

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” and CSC Resolution Nos. 1300455 and 15000088, all government officials and employees are required to file their Statement of Assets, Liabilities and Net Worth (SALN) every year in accordance with Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-01, 1<sup>st</sup> paragraph of Section 5.5.a states in toto: “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 are in proper form.

Hence, the Byg-WD SALN Review and Compliance Committee shall be created with the following composition:

Chairman : **FELIPA M. ASIS** - General Manager  
Members : **ROBELYN T. LADARAN** - Division Manager, AFD  
**GILMARIE B. DE CLARO** - Clerk Processor

As such, the abovenamed new composition of the committee shall review and ensure that the SALNs prepared by the officials and employees are properly accomplished and submitted on time of the prescribed form.


Any directive issued similar to this is hereby repealed accordingly.

For compliance.

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

cc: AFD  
HR  
File

*[Signature]*  
CRISTINE P. DESTAJO 9/10/19 9:23  
9-10-19  
CZARINA MAE E. HINAY  
9:20

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	PROCEDURE	Revision No.	00
	Document Title:	Effective Date	Sept. 16, 2019
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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 and reiterated in the IATF Memorandum Circular No. 2019-01.

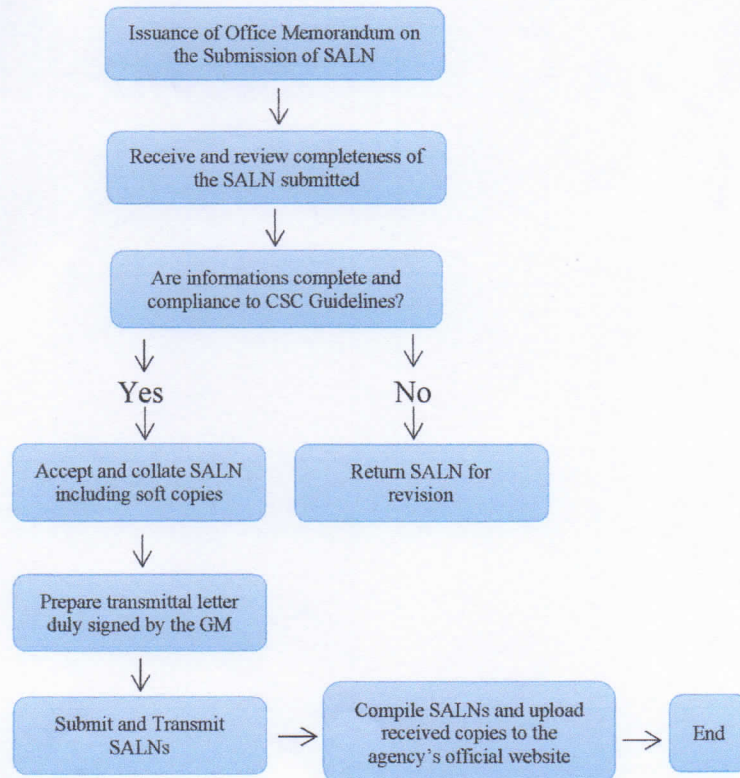
## 2.0 SCOPE:


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	Clerk Processor	<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	Clerk Processor	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	Clerk Processor	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 for the year 2018 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	Clerk Processor	<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 for the year 2018 as 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	Clerk Processor	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:

IATF Memorandum Circular 2019-01

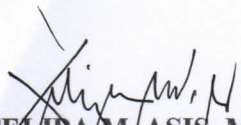
#### 7.0 INTERFACES:

All employees  
Board of Directors  
Office of the Ombudsman  
CSC

Prepared by:

  
**GILMARIE B. DE CLARO**  
 Clerk Processor B

Approved:

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