



# SILANG WATER DISTRICT

M.H. DEL PILAR COR. E. MONTOYA STS.,

SILANG, CAVITE

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## OFFICE MEMORANDUM NO. 033 s. 2018

TO : ALL SWD EMPLOYEES

FROM : THE OFFICE OF THE GENERAL MANAGER

SUBJECT : **GUIDELINES IN THE REVIEW AND COMPLIANCE  
PROCEDURES IN THE FILING AND SUBMISSION OF  
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND  
DISCLOSURE OF BUSINESS INTEREST AND  
FINANCIAL CONNECTIONS**

DATE : August 13, 2018

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As a government employee, it has been part of your responsibility to declare your SALN every end of the year and this Office acknowledges and appreciates your prompt action and compliance to the said subject matter.

This Office Memorandum is executed with reference to the requirements of the provisions under Memorandum Circular No. 2018-1 dated May 28, 2018 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

Please be reminded of the following guidelines in the review and compliance procedure in the filing and submission of statement of assets, liabilities and networth and disclosure of business interest and financial connections.

### Guidelines:

#### 1. Filing and Submission of SALN.

- a. All public officials and employees, shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Human Resource Division, to wit:
  - i. Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of office;
  - ii. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and,
  - iii. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.
- b. Public officials and employees under temporary status are also required to file under oath their SALNs and Disclosure of Business Interests and Financial Connections.
- c. Public officials and employees are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs. Items not applicable should be marked N/A (not applicable).

2. Persons authorized to review and evaluate the submitted SALN.

Upon receiving the SALN forms, the Human Resource Division shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

The Human Resource Division or the Review and Compliance Committee shall submit a list of employees in alphabetical order, who: a) filed their SALNs with complete data; b) filed their SALNs but with incomplete data; and c) did not file their SALNs.

3. Ministerial Duty of the Head of Office to issue Compliance Order.

Immediately upon receipt of the aforementioned list and recommendation, it shall be the ministerial duty of the Head of Office to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of three (3) days from receipt of said order.

4. Transmittal of all submitted SALNs.

The Human Resource Division shall transmit all original copies of the SALNs received to the concerned agencies on or before June 30 of every year.

This Office Memorandum shall remain enforced unless repealed or superseded.

For your guidance and strict compliance.

  
**BONIFACIO B. DELA CRUZ**  
General Manager

cc: All Department/Division Heads  
All Offices  
file