



ALAMINOS CITY WATER DISTRICT

P. Reinoso St., Brgy. Poblacion, Alaminos City, Pangasinan 2404

OFFICE MEMORANDUM NO. 41


TO: **REVIEW AND COMPLIANCE COMMITTEE - SALN**


FROM: **OFFICE OF THE GENERAL MANAGER**

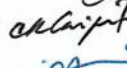

SUBJECT: **CONSTITUTING A REVIEW AND COMPLIANCE COMMITTEE TO REVIEW THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) OF OFFICIALS AND EMPLOYEES**

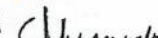
DATE: **JUNE 15, 2020**

- I. In compliance with Section 10 of Republic Act 6713, otherwise known as "*Code of Conduct and Ethical Standards for Public Officials and Employees*," Section 1, Rule VIII of the Rules Implementing the Provisions of said Act and Memorandum Circular No. 2013 – 01 dated August 02, 2013, a **Review and Compliance Committee** is hereby constituted to be composed of the following:

Chairperson: **JINEA JOY P. DOMINGO** 

Vice – Chairperson: **ALYSSA B. CONTRERAS** 

Members: **CHERRY R. CASIPIT** 
EPHRAEM D. MEJIA 

Adviser: **RICHARD R. BARNACHEA** 

- II. The Review and Compliance Committee shall conduct a complete review of SALN based on the existing Rules and Regulations set by the Civil Service Commission submitted by officials and employees.
- III. The Review and Compliance Committee shall perform such as but not limited to the following:
- i. Receive and evaluate SALN if the same are submitted on time and all fields are filled out with correct information;
 - ii. Render opinion in interpreting the provisions of compliance procedures and determine whether a statement is properly filed;
 - iii. Prepare the list of the following employees, in alphabetical order, to be submitted to the Civil Service Commission and Office of the Ombudsman, on or before the required timeline set by the Civil Service Commission;
 - a. Those who filed their SALN with complete data;
 - b. Those who filed their SALN but with incomplete data; and
 - c. Those who did not file their SALN
 - iv. Prepare compliance order to:
 - a. Employees who did not submit their sworn SALN; and
 - b. Employees who submitted their sworn SALN but with incomplete data
 - v. Prepare show-cause order to employees who failed to submit their sworn SALN within three (3) days (non-extendable) after issuance of the compliance order.
- IV. To assist the Committee, the **ADMINISTRATIVE and HUMAN RESOURCE DEPARTMENT (AHRD)** through the **HUMAN RESOURCE OFFICE (HRO)** and its **HRO STAFF**, shall monitor and consolidate the submission of SALNs of all officials and employees of Alaminos City Water District.
- V. This Order shall take effect immediately.


ATTY. NAPOLEON F. SEGUNDERA, JR.
 General Manager B