



# ALAMINOS CITY WATER DISTRICT

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

OFFICE MEMORANDUM NO. 0003

DATE: JANUARY 4, 2021  
 TO: ALL CONCERNED  
 FROM: OFFICE OF THE GENERAL MANAGER  
 ADMIN AND HUMAN RESOURCE DEPARTMENT - HUMAN RESOURCE OFFICE  
 SUBJECT: SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) as of  
 DECEMBER 31, 2020



1. This is to remind all officials and employees of the Alaminos City Water District to submit their properly accomplished SALN forms as of 31 December 2020 to the HUMAN RESOURCE OFFICE/ADMIN AND HR DEPARTMENT'S OFFICE on or before **31 JANUARY 2021**. Please download the revised 2015 SALN forms and guidelines from the CSC website ([http://excell.csc.gov.ph/cscweb/form\\_page.html](http://excell.csc.gov.ph/cscweb/form_page.html)), you may also get a copy of the said SALN form from the HR Office.
2. This is also to authorize the Department Managers and Division Managers in each Department/Division to administer the 2020 SALN Oath of Employees who have fully complied and properly accomplished their 2020 SALN Forms.
3. In addition, please note that failure to comply with the submission of the 2020 SALN is punishable under Section 46 (D) (8), Rule X of the Revised Rules on Administrative Cases in the Civil Service (RRACCS), CSC Resolution No. 1101502 dated 8 November 2011 with the following penalties:
  - 1<sup>st</sup> Offense: Suspension of one (1) month and one (1) day to six (6) months**
  - 2<sup>nd</sup> Offense: Dismissal from the service**
4. Kindly submit the SALN form in three (3) original copies. The DISTRICT shall then transmit to the Office of the Deputy Ombudsman all original copies of the SALNs.
5. For your information and strict compliance.

## FEEDBACK and CONTINUAL IMPROVEMENT

Should you have concerns regarding this memo, kindly get in touch with the HUMAN RESOURCE OFFICE (HRO) Staff. If and when you have observed that we are not doing our jobs/mandate, we encourage you to report us to CSC HOTLINE 8888, CSC Field Office and CSC Regional Office near you.

Truly Yours,

**GENESIS G. ARIOLA**  
 Department Manager B  
 Admin and Human Resource Department

Approved by:

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

Prepared by:

**AMANDA V. SANTIAGO**  
 Executive Assistant A/HRO Staff  
 Admin and Human Resource Department

**CERTIFIED BS EN ISO 9001:2015**

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## NOTE:

The annual filing of SALN is required under the 1987 Philippine Constitution and under Republic Act No. 6713, also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

The SALN should contain the true, detailed, and sworn declaration of one's assets, liabilities, net worth, business interests and financial connections, as well as relatives in government service within the fourth degree of consanguinity or affinity as of the end of the preceding year.

The law requires that all public officials and employees file their SALN, except those serving in honorary capacity (persons who are working in the government without service credit and without pay); those with position title of laborer (persons whose work depends on mere physical power to perform ordinary manual labor, and not one engaged in services consisting mainly of work requiring mental skill or business capacity, and involving the exercise of intellectual faculties); and casual or temporary workers (persons hired to do work outside what is considered necessary for the usual operations of the employer's business).

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