



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

MEMORANDUM CIRCULAR NO. 2018-02

SUBJECT: GUIDELINES ON REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES, AND NET WORTH (SALN)

DATE : 29 October 2018

WHEREAS, *Article XI Section 17 of the 1987 Philippine Constitution* provides that a public officer or employee shall, upon assumption of office and as often thereafter as may be required by law, submit a declaration under oath of his assets, liabilities, and net worth; WHEREAS, *Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees* and *Civil Service Commission (CSC) Resolution No. 1300455* require the establishment of an agency review and compliance procedure for the submission of SALN;

WHEREAS, foregoing premises considered, the Metropolitan Waterworks and Sewerage System (MWSS)- Corporate Office (CO) hereby adopts the following guidelines to institutionalize a review and compliance procedure for the submission of SALN, to wit:

I. OBJECTIVE

To provide guidelines in the review and submission of SALN of MWSS officials and employees pursuant to existing laws and pertinent CSC issuances.

II. COVERAGE

The guidelines cover plantilla-based officials and employees of the MWSS-CO regardless of employment status.

III. CREATION OF REVIEW AND COMPLIANCE COMMITTEE (R&CC)

The Committee shall be composed of the following:

1. One (1) from Legal Department who shall act as Chairman
2. Two (2) members, one (1) member shall come from the Finance Department and the other from the Human Resource and Organizational Development and Learning Department (HRODL) who shall also act as member-secretary.

IV. RESPONSIBILITIES OF THE HRODL

The HRODL shall submit to the Committee a Preliminary Report including the list of employees who:

1. filed their SALNs complete;
2. filed their SALNs incomplete; and
3. did not file their SALNs on or before 30 March every year.

V. RESPONSIBILITIES OF THE R&CC

1. Review the report of HRODL and issue its findings, comments, and recommendations as to completeness and form of the SALNs within seven (7) working days from the receipt of the preliminary report, e.g.
 - 1.1 Certification and signatures of Declarant and Co-Declarant spouses are complete, and if signature cannot be acquired, an explanation should be obtained;
 - 1.2 In case additional sheets are used, total number of pages should be indicated to avoid pulling out of pages;
 - 1.3 All applicable information is supplied. Otherwise, "Not Applicable or NA" should be indicated.
2. Prepare and submit to the Administrator a list of the following:
 - 2.1 Those who filed with complete data;
 - 2.2 Those who filed with incomplete data;
 - 2.3 Those who did not file
3. Ensure that the original SALNs are timely submitted to the proper repository agencies.
4. Ensure that the copy of the Review and Compliance Procedure is posted to the Transparency Seal page at the MWSS website not later than the deadline set by the proper authorities or agencies.

VI. PROCEDURAL COMPLIANCE

1. Within five (5) days from the receipt of findings from the Committee, employees and officials must satisfactorily comply.
2. Only those who have complied with the findings of the Committee's report shall be included in the final report of the Committee to be submitted to the Administrator, copy furnished the CSC on or before 15 May of every year.

VII. MINISTERIAL DUTY OF THE HEAD OF THE OFFICE

It shall be a ministerial duty of the Administrator to issue an order within five (5) days from the receipt of Committee's final report to require those who have incomplete data in their SALNs to correct or supply the desired information and those who did not file their SALNs to comply, within a non-extendible period of 30 days from receipt of said order.

VIII. SANCTION FOR FAILURE TO COMPLY

Failure to submit the corrected SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The Administrator may issue a

show-cause order directing the concerned employee to submit comment or counter-affidavit. Failure to comply, the management may continue with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service.

IX. ACCESSIBILITY OF SALNs

Accomplished SALNs shall be made available to the public subject to existing laws and pertinent issuances.

X. REPEALING CLAUSE

All previous issuances inconsistent with this Memorandum Circular are deemed repealed or modified accordingly.

IX. SEPARABILITY CLAUSE

In case any provision of this Memorandum Circular is held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

X. EFFECTIVITY

This Memorandum Circular shall take effect immediately and shall remain in force unless revoked, cancelled, or superseded by a subsequent issuance.



PDDG REYNALDO V. VELASCO (Ret)
Administrator

