



Republic of the Philippines
PROVINCE OF ISABELA
CITY OF ILAGAN WATER DISTRICT
CCC090

Maharlika Highway, Brgy. Osmeña
City of Ilagan, Isabela
Tel. No: 624-2083/624-0097/323-2310

June 20, 2018

OFFICE ORDER NO. 06.04.2018

To: **ALL REGULAR EMPLOYEES**

Subject: **GUIDELINES ESTABLISHING A STANDARD REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND FINANCIAL DISCLOSURE**

LEGAL BASES:

Section 10 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 1500088 require the establishment and conduct of an Agency Review and Compliance Procedure for the submission of Statement of Assets, Liabilities and Net worth (SALN).

I. PURPOSE:

The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (AO 25) issued on May 28, 2018 Memorandum Circular No. 2018-1 establishing the Guidelines on the Grant of the Performance Based Bonus (PBB) for Fiscal year 2018 under Executive Order Bo. 80, series of 2012 and Executive Order No. 201 series of 2016. As one of the cross-cutting requirements for agencies to be entitled to PBB for 2018 under item 6.5a of the aforementioned circular prescribes the establishment and conduct of Agency Review and Compliance Procedure and Committee of SALN to implement the provisions on reviewing and complying with the requirements. The scanned copy of the same shall be uploaded in the agency transparency seal page not later than October 1, 2018.

This issuance recommends the establishment of the review and compliance procedure for the SALN submission of the officials and employees of City of Ilagan Water District. Thus, Office Order No. 01.03.2018 prescribing the Creation of City of Ilagan Water District (CIWD) review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Net worth (SALN) of Officials and Employees of the CIWD.



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II. COVERAGE

This Office Order shall cover all Plantilla-Based Personnel regardless of employment status.

III. FUNCTIONS OF THE REVIEW AND COMPLIANCE COMMITTEE FOR SALN SUBMISSION

➤ **Duties of the Chairperson (Head of the Agency)**

1. It shall be the Ministerial Duty of the Head of the Agency within five (5) days 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 SALN to comply with a non-extendible period of thirty (30) days from receipt of the said order.
2. To administer oath. However, the Head of the Agency may delegate such authority provided the delegation of authority is in writing.
3. The Head of Agency thru the Administrative and General Services Division shall transmit all original copies of SALN received on or before April 30 of every year to the concerned Repository Agency.

➤ **Duties of the members of the Committee:**

1. Receives and evaluates the SALN if the same has been submitted with the proper form on time, all field are filled out with correct information;
2. Prepares list of the following employees, in alphabetical order, to be submitted to the Office of the Ombudsman, copy furnished the Civil Service Commission on or before April 30 of every year;
 - 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 filed their SALN.
3. Prepares compliance order to (a) all employees who did not submit their sworn SALN, (b) to all employees who submitted their sworn SALN but with incomplete data and prepares show-cause order to those who failed to submit within three (3) days (non-extendable) after issuance of the compliance order.



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Tel. Fax No. (078)-624-2083/Tel. No. (078)323-2310

IV. FILING OF SALN

All CCWD employees shall file their sworn **Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections:**

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said employee;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official or employee.

V. TIMELINE FOR ANNUAL FILING OF SALN

2 ND week of February	Issuance of Memorandum Circular by the Head of the Agency enjoining all regular employees to file and submit their SALN on or before March 15 of every year
March 15	Deadline of submission of SALN of all regular employees to the Administrative/Finance Division
March 31	Review and evaluation of the SALN Review and Compliance Committee. After which, the committee shall submit the SALN Summary List of Filers to the Head of the Agency.
April 15	The Head of the Agency shall issue a Compliance Order upon recommendation of the committee within five (5) days from notification of such recommendation and receipt of the list. The Compliance Order shall require the following: <ol style="list-style-type: none">a. Those who failed to submit their SALN; andb. Those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate.
April 30	Submission of SALN and Summary List of Filers to the Office of the Ombudsman and copy furnished the Civil Service Commission Isabela Field Office Region II.



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VI. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW CAUSE ORDER

Failure to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The General Manager shall issue a show-cause order directing the concerned employees to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of the Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1st offense – Suspension for one (1) month and one (1) day to six (6) months
- 2nd offense – Dismissal from the service

The Head of the Agency who fail to comply with the provisions of the CSC Resolution No. 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

VII. EFFECTIVITY

This office Order shall take effect immediately and shall remain in force unless revoked, cancelled or suspended by a subsequent issuance.


JOSE MARI G. CLARAVALL
General Manager



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CITY OF ILAGAN WATER DISTRICT, CCC 090
Maharlika Highway, Brgy. Osmeña
City of Ilagan, Isabela

June 24, 2020

Office of the Deputy Ombudsman for Luzon
3rd Floor, Office of the Ombudsman
Agham Road, Diliman
Quezon City

Dear Sir / Madam,

The City of Ilagan Water District (CIWD) respectfully submit herewith the following documents for your perusal and ready reference:

- a) Hard copy and CD of SALN 2019
- b) Summary of List of Filers Statement of Assets, Liabilities and Networth 2019;and
- c) Certification on the submitted Summary List of Filers.

Thank you very much.

Very truly yours,


SHERWIN B. QUIJANO
General Manager-C

CC: Civil Service Commission (CSC)
Provincial Field Office
Alibagu, City of Ilagan, Isabela

Send #120

To: #1396-2019-0-0181

Date: June 24, 2020



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June 24, 2020

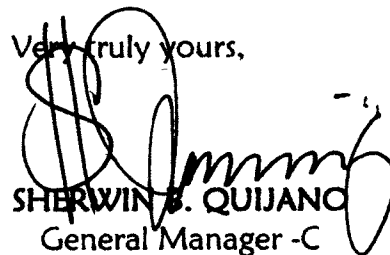
The Provincial Director
Civil Service Commission Field Office
Alibagu, City of Ilagan
Isabela

Dear Ma'am,

Respectfully submitting herewith the communication transmitted to the Office of the Deputy Ombudsman for Luzon (Statement of Assets, Liabilities and Net Worth (SALN) of the City of Ilagan Water District employees as of December 31, 2019. For your office reference. (Attached: Communication and Summary of SALN).

Thank you and best regards.

Very truly yours,



SHERWIN B. QUIJANO
General Manager -C



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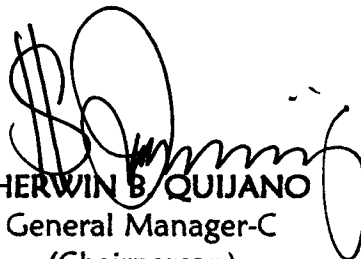
**SUMMARY LIST OF FILERS
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
CALENDAR YEAR 2019**

CERTIFICATION

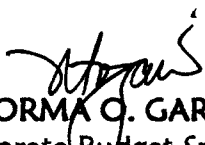
This is to certify that the SALN's submitted / included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALN's pursuant to CSC Memorandum Circular No.10,s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04,2013).

Issued on June 24, 2020.


SHERWIN B. QUIJANO
General Manager-C
(Chairperson)


PAULINA C. ELEPANIO
Industrial Relations Management Officer C
(Member)


NORMA O. GARRIDO
Corporate Budget Specialist A
(Member)



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June 24, 2020

The Provincial Director
Civil Service Commission Field Office
Alibagu, City of Ilagan
Isabela

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Very truly yours,


SHERWIN B. QUIJANO
General Manager -C

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 City of Ilagan, Isabela



WATER SERVICE COMMISSION
 ISABELA FIELD OFFICE

DATE RECEIVED 12/28/19
 RECEIVED BY [Signature]

SUMMARY LIST OF FILERS
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH
 Calendar Year **2019**

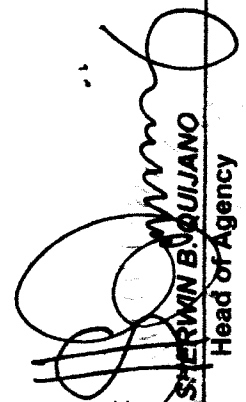
NAME OF EMPLOYEE		TIN	POSITION	NET WORTH
Last Name	First Name			
CLARAVALL	JOSE MARI	909-861-441-0000	GENERAL MANAGER C	5,034,019.00
TORIBIO	MARIA ANA	107-548-165-0000	DIVISION MANAGER C-FINANCE & COMMERCIAL	1,676,545.26
GALACINAO	JOSE	128-356-537-0000	DIVISION MANAGER C- OPERATION & TECHNICAL	255,376.24
RIVERO	OSCAR WESLEY	107-548-190-0000	SENIOR WATER UTILITIES MANAGEMENT DEVELOPMENT OFFICER	2,246,752.48
GARRIDO	NORMA	107-548-181-0000	CORPORATE BUDGET SPECIALIST A	677,402.94
GONZALVO	MARIA JOSEFINA	197-984-682-0000	SENIOR ACCOUNTING PROCESSOR B	1,478,111.70
PASCUAL	MOISES	911-418-746-0000	WATER UTILITIES MANAGEMENT DEVELOPMENT OFFICER B	192,624.14
LACCAY	RONALDO	157-809-782-0000	CASHIER B	691,608.00
SORIANO	DAVID	173-308-939-0000	SENIOR WATER SEWERAGE MAINTENANCE MAN A	1,742,430.12
BALAYAN	RONALD	434-401-888-0000	ENGINEER B	90,000.00
ELEPANIO	PAULINA	134-241-280-0000	INDUSTRIAL RELATIONS MANAGEMENT OFFICER C	1,874,554.06
PUA	MACKY	464-283-904-0000	PROJECT PLANNING DEVELOPMENT OFFICER C	68,520.00
MANALIGOD	HAROLD	439-423-636-0000	LABORATORY TECHNICIAN A	250,000.00
AGUINALDO	THEODORE	909-868-598-0000	AUTO MECHANIC A	1,990,791.35
ESMUNDO	MA.ROWENA	918-683-054-0000	SECRETARY A	672,604.76
ALCANTARA	RUTH JOIE	439-424-284-0000	ACCOUNTING PROCESSOR A	85,000.00
CLARAVALL	KARINA ABEGAIL	304-271-970-0000	DATA ENCODER	3,474,072.88
GERONIMO	ALLEN	945-088-967-0000	CUSTOMER SERVICE ASSISTANT C	265,514.12
PEREDO	NOEL	949-610-500-0000	CUSTOMER SERVICE ASSISTANT D	37,829.62
CRISTOBAL	JAY ANTHONY	935-192-274-0000	CUSTOMER SERVICE ASSISTANT D	17,895.71
NAVARRO	RAY ANTHONY	480-700-919-0000	UTILITIES /CUSTOMER SERVICE ASSISTANT D	158,141.84
RAZON	CHERYLL ANN	214-082-136-0000	UTILITIES /CUSTOMER SERVICE ASSISTANT E	3,090,813.00
SALMOS	ARNOLD	926-710-173-0000	WATER RESOURCES FACILITIES OPERATOR B	459,809.33
ANCHETA	JIMMY	942-018-503-0000	WATER RESOURCES FACILITIES OPERATOR B	145,600.01
APALLA	GILBERT	107-548-261-0000	WATER RESOURCES FACILITIES OPERATOR B	301,114.63
AGUTO	WILSON	439-424-725-0000	WATER RESOURCES FACILITIES OPERATOR B	1,450,000.00
NAVARRO	REMAN	439-423-442-0000	WATER RESOURCES FACILITIES OPERATOR C	409,373.20
AGUILAR	ROMEO	107-548-296-0000	WATER /SEWERAGE MAINTENANCE MAN A	6,078.92

NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
Last Name	First Name	Middle Name			
AROC	CHRISTOPHER	PABRO	202-390-863-0000	WATER /SEWERAGE MAINTENANCE MAN A	60,700.00
YUZON	FRANCISCO	PAGULAYAN	107-548-308-0000	WATER /SEWERAGE MAINTENANCE MAN B	1,021,000.00
ALVAREZ	NOEL	SOLA	197-984-674-0000	WATER /SEWERAGE MAINTENANCE MAN B	133,866.48
MALUYO	MANUEL, JR	TAMAYO	941-110-751-0000	WATER /SEWERAGE MAINTENANCE MAN B	97.36
ABAD	REYNIE	SALINAS	439-424-865-0000	WATER /SEWERAGE MAINTENANCE MAN C	204,287.80
YUSON	CARLOS	PAGULAYAN	439-422-928-0000	WATER /SEWERAGE MAINTENANCE MAN C	178,859.71
PADILLA	MARLOWE	GALINDON	439-423-267-0000	WATER /SEWERAGE MAINTENANCE MAN C	1,175.72
LASARAN	RECTO	LAGUA	439-423-903-0000	WATER /SEWERAGE MAINTENANCE MAN C	124,593.28
GARCIA	AL ANDREI	BALABAG	426-300-355-0000	WATER /SEWERAGE MAINTENANCE MAN C	108,645.52
AGGABAO	BENJAMIN	MADAMBA	175-019-188-0000	WATER /SEWERAGE MAINTENANCE MAN C	42,900.04
PEDRO	ALFREDO, JR	BUENO	442-689-787-0000	WATER /SEWERAGE MAINTENANCE MAN C	15,488.85
DE VERA	VICTOR	CARUNCUNGAN	443-703-343-0000	WATER /SEWERAGE MAINTENANCE MAN C	8,860.55
LAGGUI	MIGUEL	CADELINA	443-702-933-0000	WATER /SEWERAGE MAINTENANCE MAN C	5,565.48
TAGUICANA	DOMINADOR	SOLETO	165-764-661-0000	WATER RESOURCES FACILITIES TENDER B	48,821.48
AMPARO	VICTORIO, JR	PAGUIRIGAN	101-661-636-0000	WATER RESOURCES FACILITIES TENDER B	53,000.00
ADORIO	RANDOLF	CAGAYAN	439-425-076-0000	WELDER	51,691.54
SAN PEDRO	GRETCHEN MAY	ADAYA	942-933-564-0000	ADMINISTRATIVE SERVICES AIDE	1,548,440.00
CORPUZ	HELDIBRANDA	LICENIA	417-158-381-0000	ADMINISTRATIVE SERVICES AIDE	192,370.41
MARAMAG	MARY JOY	DIEGO	704-564-403-0000	ADMINISTRATIVE SERVICES AIDE	20,000.00
ADORIO	FERDINAND	CAGAYAN	948-410-979-0000	DRIVER	22,609.79
CASASOLA	PROCESO, JR	UMACAM	948-397-223-0000	UTILITY WORKER A	202,190.54
PONDALES	DIOSCORRO, JR	CORDOVEZ	439-423-153-0000	UTILITY WORKER B	2,952.34
GUIBAO	CHERRY	PASCUA	192-598-651-0000	UTILITY WORKER B	3,592.41

Total Number of Filers: 51

Total Number of Personnel Complement adffa

Prepared by: 
PAULINA C. ELEPANIO
 Person in-charge of SALN

Noted by: 
SHERWIN B. QUIJANO
 Head of Agency

Position: Industrial Relations Management Officer C
 Email Address: waterdistrict_ilagan@yahoo.com adff
 Contact No.: (078) 624-2083

Position: General Manager
 Mailing Address: Maharlika Highway
Brgy. Osmeña, City of Ilagan, Isabela
 Contact No.: (078) 624-2083

Date: June 24, 2020