



ANGAT WATER DISTRICT

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OFFICE ORDER NO. AST-01122026-01

REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS FOR CALENDAR YEAR 2025

Pursuant to Section 17, Article XI of the 1987 Philippine Constitution, Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees, and the implementing rules issued by the Civil Service Commission, the following Review and Compliance Procedure in the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) is hereby adopted.

I. COVERAGE

This Order shall apply to all officials and employees of the Angat Water District (AWD), whether permanent, temporary, contractual, or casual, who are required to file their Statement of Assets, Liabilities and Net Worth (SALN).

II. PERIODS OF FILING AND SUBMISSION

All officials and employees shall file and submit their SALN in accordance with the following periods:

a. Within thirty (30) days after assumption of office

For officials and employees entering government service, declaring their assets, liabilities and net worth as of the date of assumption.

b. On or before April 30 of every year

For the annual filing of SALN, declaring assets, liabilities and net worth as of December 31 of the preceding year.

c. Within thirty (30) days after separation from the service

For officials and employees leaving government service, declaring their assets, liabilities and net worth as of their last day in office.

III. SALN REVIEW AND COMPLIANCE COMMITTEE (RCC)

To ensure compliance with the filing requirements, a SALN Review and Compliance Committee (RCC) is hereby designated with the following composition:

Chairperson : Arturo S. Torres - General Manager
Vice Chairperson: Dorilyn C. Dador - Administrative, Human Resource and General Services Division Members

Members:
Michael Angelo S. Cero – Supply Officer C
Engr. Milet C. Rovero – Water Maintenance General Foreman

Secretariat: Mickaela I. Tupas – Administrative Services Aide

IV. DUTIES AND RESPONSIBILITIES

A. Officials and Employees

All officials and employees shall:

1. Truthfully accomplish the prescribed SALN form.
2. Declare all assets, liabilities, net worth, business interests and financial connections, including those of their spouse and unmarried children under eighteen (18) years of age living in their household.
3. Submit their duly accomplished SALN to the Administrative, Human Resource and General Services Division (ADHRGSD) within the prescribed deadline.

B. Administrative, Human Resource and General Services Division (ADHRGSD)

The ADHRGSD shall:

1. Disseminate the SALN guidelines and forms to all officials and employees.
2. Receive and record submitted SALNs.
3. Maintain a SALN registry/database.
4. Forward the submitted SALNs to the SALN Review and Compliance Committee for evaluation.

C. SALN Review and Compliance Committee

The Committee shall:

1. Review all submitted SALNs to determine completeness and proper accomplishment.
2. Notify employees of deficiencies or incomplete entries.
3. Require submission of corrected SALN within thirty (30) days from receipt of notice.
4. Prepare and submit a Compliance Report to the Head of Agency.

V. ADMINISTRATIVE LIABILITY

Failure to file or submit the required SALN, or submission of incomplete or false declarations, shall constitute grounds for administrative sanctions in accordance with existing Civil Service laws, rules and regulations.

VI. EFFECTIVITY

This Order shall take effect immediately upon issuance.

Issued this 12th day of January 2026.


ARTURO S. TORRES
General Manager