



BUTUAN CITY WATER DISTRICT

Gov. Jose A. Rosales Avenue, Butuan City
Tel. Nos. (085) 342-3145/46 (Bayantel) 815-9904 (Philcom) 225-2232-1622 (Cruztelco)
Fax Nos. (085) 815-1268 / 341-5008 / 341-4298



OFFICE ORDER No. 050A-2018

TO : ALL EMPLOYEES

FROM : THE GENERAL MANAGER

SUBJECT : POLICY AND GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS

DATE : APRIL 16, 2018

I. PURPOSE

This order is to prescribe the guidelines to ensure the propriety in filling-up and submission of STATEMENT OF ASSETS, LIABILITIES AND NET WORTH as mandated by the Civil Service Commission pursuant to Section 12 of Republic Act 6713 which partly requires public officials and employees to accomplish and file under oath their statements of assets, liabilities and networth (SALN) and disclosure of business interest and financial connection, including those of their spouses and unmarried children under (18) years of age living in their households.

II. OBJECTIVES

The 1987 constitution of the Republic of the Philippines requires every public officer and employee to accomplish and submit upon assumption of office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth and financial business interests including those of his/her spouse and unmarried children below eighteen (18) years of age living in their households, in order to suppress any questionable accumulation of wealth as the latter usually results from non-disclosure of such matter. As it endowed with public interest, there is a need to establish a review and compliance procedure in the filing and submission of the SALN.

The Butuan City Water District hereby recognizes the duty of its employee as public servant, to file within the reglementary period set by law, his or her SALN as a matter of public policy and public interest.

III. LEGAL REFERENCES

1. 1987 Philippine Constitution;
2. Republic Act 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees";
3. CSC Memorandum Circular No. 10, series of 2006 on the "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Networth and Disclosure of Business Interest and Financial Connections",

CERTIFIED TRUE COPY

by:


ENGR. PETER AL R. FUDALAN
Division Manager A
Human Resource Division

