



**CALABANGA WATER DISTRICT**  
San Antonio, Calabanga, Camarines Sur

OFFICE MEMORANDUM

January 14, 2019

**TO:** ALL CAWADI OFFICIALS AND EMPLOYEES

**SUBJECT:** FILING OF SWORN STATEMENT OF ASSETS LIABILITIES AND  
NETWORTH AS OF DECEMBER 31, 2018

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In compliance with Section 8 of Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and its implementing rules, you are hereby reminded to prepare and submit your Sworn Statement of Assets, Liabilities and Net worth and Financial Business Interest as of December 31, 2018 in the prescribed form to the Administrative And General Services concerned on or before April 30, 2019.

Forms may be obtained from the Administrative and General Services Office. Filers are encouraged to submit earlier than the deadline to give sufficient time for the conduct of review before submission to the Civil Service Commission.

**ENGR. CELEDONIO I. TOLENTINO JR**  
General Manager



**OFFICE ORDER**

**TO** : 1. BETTY B. VIOLA  
2. ENGR. MICHAEL M. GUTIERREZ MORENO  
3. DIANA B. BATALLA  
4. RAQUEL M. SAAVEDRA

**FROM** : **The General Manager**

**SUBJECT** : MEMBERS OF THE REVIEW AND COMPLIANCE COMMITTEE

**DATE** : January 14, 2019

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Per MC-2018-004 GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS Dated 16 April 2018 Number Page: 1 of 3 of

**Section 2.** Persons authorized to review and evaluate the submitted SALN There shall be a designated Review and Compliance Committee to receive, through the HRMD and to evaluate if the same has been submitted on time, complete and in proper form, and render opinion interpreting the provisions on review and compliance procedure in the filing thereof.

**Section 3.** Duties of the Review and Compliance Committee. The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order to be submitted to the head of agency copy furnished the Civil Service Commission on or before May 15 of every year:

- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

Relative to the above subject, the following officials are designated as Members of the Review and Compliance Committee as administering officers of SALN:

Ms. BETTY B. VIOLA	- Chairperson
Mr. ENGR. MICHAEL M. GUTIERREZ MORENO	- Vice-Chairperon
Mr. DIANA B. BATALLA	- Member
Ms. RAQUEL M. SAAVEDRA	- Member

For your reference and guidance attached herewith MC-2018-004 GUIDELINES IN THE REVIEW AND COMPLIANCE PROCEDURES IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH AND DISCLOSURE OF BUSINESS INTEREST AND FINANCIAL CONNECTIONS.

For strict compliance.

**ENGR. CELEDONIO I. TOLENTINO JR**  
General Manager