



Republic of the Philippines
CALABANGA WATER DISTRICT
San Antonio, Calabanga, Camarines Sur

OFFICE ORDER

2021-01-004

TO : Betty B. Viola
Engr. Michael M. Gutierrez Moreno
Diana B. Batalla
Raquel M. Saavedra

FROM : THE MANAGEMENT

SUBJECT : Members of the Review and Compliance Committee

DATE : January 5, 2021

This office order pertains to Development Academy of the Philippines (DAP) 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:

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:

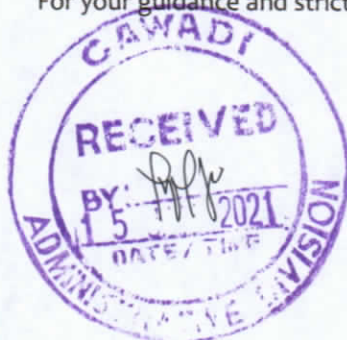
- a. Those who filed their SALNs with complete data;
- b. Those who filed their SALNs but with incomplete data, and
- c. Those who did not file their SALNs.

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-Chairperson
Mr. DIANA B. BATALLA	- Member
Ms. RAQUEL M. SAAVEDRA	- Member

For your reference and guidance attached herewith is the MC-2018-004 Guidelines in the Review and Compliance Procedures in the Filing and Submission of Statement of Assets, Liabilities and Network and Disclosure of Business Interest and Financial Connections.

For your guidance and strict compliance.



ENGR. CELEDONIO I. TOLENTINO JR
General Manager



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2021-01-003


TO: ALL PERMANENT CAWADI EMPLOYEES
FROM: THE MANAGEMENT
SUBJECT: Accomplishment and Submission of Personal Data Sheet (PDS) and Statement of Assets, Liabilities and Net Worth (SALN)
DATE: January 5, 2021

The annual filing of Statement of Assets, Liabilities and Net Worth (SALN) is required under the 1987 Philippine Constitution and under Republic Act No. 6713, also known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

The Civil Service Commission issued the Resolution No. 1700656 dated March 21, 2017 mandating the use of the revised Personal Data Sheet (Civil Service Form No. 212, Revised 2017) and requiring all government officials and employees to update their records using the new form, with complete attachments (NSO Birth Certificate for incumbent permanent employees, Certificates-Seminars attended).

Officials and employees shall submit three (3) copies each of their accomplished PDS and SALN to the Administrative and General Services Section and are also encouraged to retain one (1) copy for personal reference not later than February 28, 2021.

For your guidance and compliance.


ENGR. CELEDONIO I. TOLENTINO, JR.
General Manager