



CALABANGA WATER DISTRICT  
San Antonio, Calabanga, Camarines Sur

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OFFICE ORDER

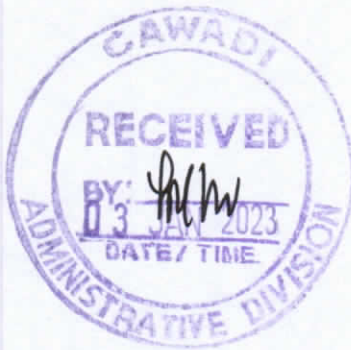
2023-01-002

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 3, 2023



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 |
| Ms. DIANA B. BATALLA                  | - Member           |
| Ms. RAQUEL M. SAAVEDRA                | - Member           |

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

For your guidance and strict compliance.

ENGR. CELEDONIO I. TOLENTINO JR  
General Manager



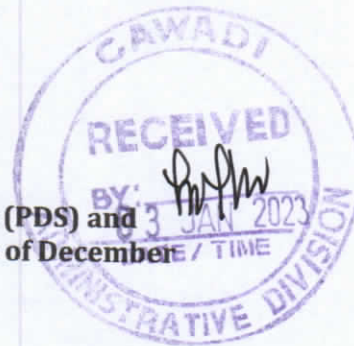
CALABANGA WATER DISTRICT  
San Antonio, Calabanga, Camarines Sur

— 00 —

OFFICE ORDER

2023-01-001

TO : ALL CAWADI EMPLOYEES  
FROM : THE MANAGEMENT  
SUBJECT : Accomplishment and Submission of Personal Data Sheet (PDS) and Statement of Assets, Liabilities, and Net Worth (SALN) as of December 31, 2022  
DATE : January 3, 2023




The annual filing of a 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 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 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 **no later than February 28, 2023.**

For your guidance and compliance.

  
ENGR. CELEDONIO I. TOLENTINO, JR.  
General Manager

"WE CARE"

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