CALABANGA WATER DISTRICT

San Antonio, Calabanga, Camarines Sur

OFFICE ORDER **2025-01-014**

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, 2025**

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 Net Worth 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 to 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
Administrative & General Services Division
RECEIVED
BY:
DATE: 13 JAN 2025