



## BALANGA WATER DISTRICT

EGSA, Tuyo, Balanga City, Bataan 2100

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### BALANGA WATER DISTRICT (BLWD) AGENCY REVIEW AND COMPLIANCE PROCEDURE ON SALN

#### I. PURPOSE

This issuance prescribes the procedures for the submission and review of the Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections (hereinafter referred to as the Statement/s) of the officials and employees of this Agency in compliance with Section 10 of the Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards of Public Officials and Employees and Civil Service Commission Resolutions Nos. 1300455 and 1500088.

#### II. DECLARATION OF POLICY

Subject to existing rules and as mandated by Republic Act No. 6713, it is adopted as a policy of the Agency to require the full disclosure of Statements of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections of all its officials and employees, including those of their spouses and unmarried children under eighteen (18) years of age, and living in their household.

#### III. COVERAGE

A. The provisions of this issuance shall apply to all officials and employees of this Agency who are holding regular plantilla positions, to wit:

a.1 Within thirty (30) days after assumption of office, statements of which must be reckoned as of his first day of service;

a.2 On or before April 30 of every year thereafter. Statement of which must be reckoned as of the end of the preceding year.

a.3 Within thirty (30) days after separation from the service. Statement of which must be reckoned as of his last day of office.

B. Married couples who are either public officials or employees may file the required statement jointly or separately.

#### IV. CONTENTS OF THE STATEMENT

Declarations in the SALN shall have the following data: basic information,



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assets (real and personal properties), liabilities, net worth, financial connections and business interests, and relatives in government.

A. Real properties refer to properties which are immovable by nature (i.e. house and lot, land, building, condominium unit). Declaration of real properties shall include its description, kind, location, year and mode of acquisition, assessed value, current fair market value, acquisition cost, as well as improvements to the said properties.

B. Personal properties, on the other hand, refer to jewelry, appliances, furniture, motor vehicles, investments or other assets such as cash on hand, cash in bank, negotiable instruments, securities, stocks, bonds, and the like. Declaration of personal properties shall include description, mode, year, and cost of acquisition, or the value or amount of said personal properties.

C. Liability refers to financial liability or anything that can result to a transfer or disposal of an asset. This includes those incurred by the declarant and also those of his/her spouse and unmarried children below 18 years old living in his/her household.

D. The outstanding balance shall refer to the amount of money that is still due as of December 31 of the preceding calendar year.

E. Net worth is the sum of all assets (real and personal) less total liabilities. In computing one's net worth, add the acquisition cost of all real properties and the acquisition cost or amount/value of money of all personal properties, then subtract the total liabilities.

F. Business interests refer to declarant's existing interest in any business enterprise or entity, aside from his/her income from government. This shall include those of his/her spouse's and unmarried children's (below 18 years old and living in his/her household).

G. Financial connections refer to declarant's existing connections with any business enterprise or entity, whether as a consultant, adviser and the like, with an expectation of remuneration for services rendered. Declaration shall include his/her spouse's and unmarried children's (below 18 years old and living in his/her household) financial connections.

H. The declarant shall also disclose his/her relatives working in government within the fourth civil degree of relationship, either by consanguinity or affinity.

I. Consanguinity refers to the relationship by blood from the same stock or common ancestor, while affinity refers to the relationship of a husband to the