



Republic of the Philippines  
PROVINCE OF ISABELA  
**CITY OF ILAGAN WATER DISTRICT, CCC 090**  
Maharlika Highway, Brgy. Osmena, City of Ilagan, Isabela  
Tel. Fax No. (075) 624-2083 / Tel. No. (078) 323-2310

## OFFICE ORDER

Ref : OGM/OO/CIWD/22-007  
Date : 10 January 2022  
Subject : **Creation of City of Ilagan Water District (CIWD) Review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Net worth (SALN) of Officials and Employees of the CIWD.**

In accordance with the review with the review and compliance procedure in filling and submission of SALNs pursuant to CSC Memorandum Circular No.10, s.2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04, 2013), the City of Ilagan Water District (CIWD) has created the City of Ilagan Water District (CIWD) Review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Net worth (SALN) composed of the following:

Chairperson : **SHERWIN B. QUIJANO**  
General Manager - C

Member : **JOSE T. GALACINAO**  
Division Manager – C  
Administrative and General Services Division

**NORMA O. GARRIDO**  
Corporate Budget Specialist A  
Finance and Commercial Division

The RCC for SALN shall perform the following function:

1. Receive and evaluate submitted SALNs of every employee (ensure all fields are filled out with correct information);
2. Prepare list of employees who submitted their SALN, in alphabetical, to be submitted to the Civil Service Commission (CSC), on or before April 15 of every year and to the Ombudsman, copy furnished the employees;
3. Prepares compliance order to all employees who did not submit their sworn SALN and to all employees who submitted their sworn SALN but with incomplete data.

The committee shall be assisted by the Administrative and General Services Division for proper administration of its tasks.

For your information and guidance.

  
**SHERWIN B. QUIJANO**  
General Manager-C



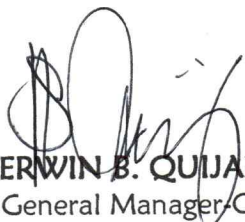
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**CERTIFICATION**

I, **SHERWIN B. QUIJANO**, hereby certify that the SALNs herewith submitted electronically are faithful reproductions of the original SALNs of the officials and employees of the City of Ilagan Water District (CIWD), as listed in the attached summary report of the Division Manager C (Administrative and General Services Division) – Jose T. Galacinao.

  
**SHERWIN B. QUIJANO**  
General Manager C

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this **APR 08 2022** day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting competent evidence of identity, to wit: \_\_\_\_\_

Doc. No. 388  
Page No. 79  
Book No. D  
Series of 20\_\_\_\_

  
**MARLO BECQUER G. SINGSON**  
NOTARY Public for Isabela  
M. Singson Ave., Calapagut 2nd, City of Ilagan, Isabela  
Until December 31, 2022  
Roll No. 70952  
PTR No. 14526341, 01.03.2022, City of Ilagan, Isabela  
BFP OR No. 182396, 01.03.2022  
AICE Compliance No. VI-0019180, 03.19.2019



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**SUMMARY LIST OF FILERS  
STATEMENT OF ASSETS, LIABILITIES AND NETWORTH  
CALENDAR YEAR 2021**


**CERTIFICATION**

This is to certify that the SALN's submitted/ included in the Summary List of Filers were reviewed and found compliant by the Review and Compliance Committee of this Office.

Further, the review were made in accordance with the review and compliance procedure in filing and submission of SALN's pursuant to CSC Memorandum Circular No.10, s. 2006 (as amended by CSC Resolution No. 1300455 promulgated on March 04,2013).

Issued on March 30, 2022.

  
**SHERWIN B. QUIJANO**  
General Manager C  
(Chairperson)

  
**JOSE T. GALACINAO**  
Division Manager C  
(Member)

  
**NORMA O. GARRIDO**  
Corporate Budget Specialist A  
(Member)



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## **GUIDELINES ESTABLISHING A STANDARD REVIEW AND COMPLIANCE PROCEDURE FOR THE SUBMISSION OF THE STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND FINANCIAL CONNECTIONS.**

### **I. RATIONALE:**

Pursuant Section 10 of Republic Act No. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Resolution Nos. 1300455 and 1500088 require the establishment and conduct of an Agency Review and Compliance Procedure for the submission of Statement of Assets, Liabilities and Networth (SALN).

### **II. OBJECTIVES:**

To enjoin all officers and employees to declare and submit annually a true, detailed and Sworn Statement of Assets, Liabilities and Net worth, including disclosure of business interests and financial connections, and to declare to the best of their knowledge their relatives who are in the government service;

To ensure that the assets, liabilities, net worth and financial connections and business interest of the declarant's spouse and unmarried children below 18 years of age living in declarant's household are also disclosed.

### **III. COVERAGE**

This Office Order shall cover all Plantilla-Based Personnel regardless of employment status.

### **IV. FUNCTIONS OF THE REVIEW AND COMPLIANCE COMMITTEE FOR SALN SUBMISSION**

Duties of the Chairperson (Head of the Agency)

1. It shall be the Ministerial Duty of the Head of the Agency within five (5) days to issue an order requiring those who have incomplete data in their SALN to correct/supply the desired information and those who did not file/submit their SALN to comply with a non-extendible period of thirty (30) days from receipt of the said order.
2. To administer oath. However, the head of the Agency may delegate such authority provided the delegation of authority is in writing.
3. The Head of the Agency thru the Administrative/Finance Division shall transmit all original copies of SALN received on or before April 30 of every year to the concerned Repository Agency.

Duties of the Review and Compliance Committee:

1. Receives and evaluates the SALN if the same has been submitted with the proper form on time, all fields are filled out with correct information;
2. Prepares list of the following employees, in alphabetical order, to be submitted to the Office of the Ombudsman, copy furnished the Civil Service Commission on or before April 30 of every year;
  - a. Those who filed their SALN with complete data
  - b. Those who filed their SALN but with incomplete data; and
  - c. Those who did not filed their SALN.
3. Prepares compliance order to (a) all employees who did not submit their sworn SALN, (b) to all employees who submitted their sworn SALN but with incomplete data and prepares show-cause order to those who failed to submit within three (3) days (non-extendable) after issuance of the compliance order.

**V. FILING OF SALN**

All CIWD employees shall file their sworn Statement of Assets, Liabilities and Networth (SALN) and Disclosure of Business Interests and Financial Connections:

- a. Within thirty (30) days after assumption of office, statements of which must be reckoned as of the first day of service of said employee;
- b. On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- c. Within thirty (30) days after separation from the service, statements of which must be reckoned as of the last day of office of said official or employee.

**VI. TIMELINE FOR ANNUAL FILING OF SALN**

2 <sup>ND</sup> week of February	Issuance of Memorandum Circular by the Head of the Agency enjoining all regular employees to file and submit their SALN on or before March 15 of every year
March 15	Deadline of submission of SALN of all regular employees to the Administrative/Finance Division
March 31	Review and evaluation of the SALN Review and Compliance Committee. After which, the committee shall submit the SALN Summary List of Filers to the Head of the Agency.
April 15	The Head of the Agency shall issue a Compliance Order upon recommendation of the committee within five (5) days from notification of such recommendation

and receipt of the list. The Compliance Order shall require the following:

- a. Those who failed to submit their SALN; and
- b. Those who have incomplete data therein, to submit their SALN or to provide the lacking data, as appropriate.

April 30

Submission of SALN and Summary List of Filers to the Office of the Ombudsman and copy furnished the Civil Service Commission Isabela Field Office Region II.

## **VII. SANCTION FOR FAILURE TO COMPLY/ISSUANCE OF A SHOW CAUSE ORDER**

Failure to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The General Manager shall issue a show-cause order directing the concerned employee to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of the administrative proceedings pursuant to the 2017 Revised Rules of Administrative Cases in the Civil Service. The offense for failure to file SALN shall be:

- 1<sup>st</sup> offense - Suspension for one (1) month and one (1) day to six (6) months.
- 2<sup>nd</sup> offense - Dismissal from the service

The Head of the Agency who fail to comply with the provisions of the CSC Resolution No 06-231 dated February 1, 2006, as amended, shall be liable for Simple Neglect of Duty, which shall be punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense, and dismissal from the service for the second offense.

## **VIII. EFFECTIVITY**

This Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or suspended by a subsequent issuance.

  
**SHERWIN B. QUIJANO**  
General Manager C





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and receipt of the list. The Compliance Order shall require the following:

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April 30

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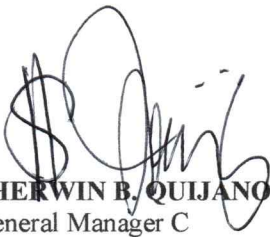
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General Manager C





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**SUMMARY LIST OF FILERS**  
**STATEMENT OF ASSETS, LIABILITIES AND NETWORTH**  
 Calendar Year 2021

NO.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Last Name	First Name	Middle Name			
1	ABAD	ANDREW	SALINAS	488-713-738-0000	WATER/SEWERAGE MAINTENANCE MAN C	128,748.00
2	ABAD	REYNIE	SALINAS	439-424-868-0000	WATER/SEWERAGE MAINTENANCE MAN B	324,028.68
3	ADORIO	FERDINAND	CAGAYAN	948-410-979-0000	DRIVER	60,892.36
4	ADORIO	RANDOLF	CAGAYAN	439-425-076-0000	WELDER B	2,908.32
5	AGGABAO	BENJAMIN	MADAMBA	175-019-188-0000	WATER/SEWERAGE MAINTENANCE MAN C	13,777.56
6	AGUILAR	ROMEO	NAVARRO	107-548-296-0000	WATER/SEWERAGE MAINTENANCE MAN A	260,166.31
7	AGUINALDO	THEODORE	OREJOLA	909-868-598-0000	AUTO MECHANIC A	2,080,484.72
8	AGUTO	WILSON	CRISTOBAL	439-424-725-0000	WATER RESOURCES FACILITIES OPERATOR B	1,288,489.06
9	ALCANTARA	RUTH JOIE	CABACCAN	439-424-284-0000	SENIOR ACCOUNTING PROCESSOR B	112,000.00
10	ALVAREZ	NOEL	SOLA	197-984-674-0000	WATER/SEWERAGE MAINTENANCE MAN B	125,725.68
11	AMPARO	VICTORIO, JR	PAGUIRIGAN	101-661-636-0000	WATER RESOURCES FACILITIES TENDER B	50,000.00
12	ANCHETA	JIMMY	CABRERA	942-018-503-0000	WATER RESOURCES FACILITIES OPERATOR B	19,567.03
13	APALLA	GILBERT	BLANCO	107-548-261-0000	WATER RESOURCES FACILITIES OPERATOR B	887,057.03
14	AROC	CHRISTOPHER	PABRO	282-390-868-0000	WATER/SEWERAGE MAINTENANCE MAN A	159,957.54
15	BACANI	JAKE	SEBBEY	494-223-237-0000	WATER/SEWERAGE MAINTENANCE MAN C	106,000.00
16	BALAYAN	RONALD	MESA	434-401-888-0000	ENGINEER B	834,019.59
17	CABASI	MARVIN	ABARCA	282-649-870-0000	WATER RESOURCES FACILITIES TENDER A	127,540.00
18	CASASOLA	PROCESO, JR	UMACAM	948-397-223-0000	UTILITY WORKER A	211,627.84
19	CLARAVALL	KARINA ABEGAIL	ROMERO	304-271-970-0000	DATA ENCODER	4,441,137.25
20	CORPUZ	HELDIBRANDA	LICENIA	417-158-381-0000	ADMINISTRATIVE SERVICES AIDE	297,956.21
21	CRISTOBAL	JAY ANTHONY	APOSTOL	935-192-274-0000	ACCOUNTING PROCESSOR A	32,700.18
22	DE VERA	VICTOR	CARUNCUNGAN	443-703-343-0000	WATER/SEWERAGE MAINTENANCE MAN C	38,426.36
23	DUCUSIN	ZEROME	SANTIAGO	431-021-901-0000	WATER/SEWERAGE MAINTENANCE MAN C	67,547.20
24	ELEPANIO	PAULINA	CUBANGBANG	134-241-280-0000	INDUSTRIAL RELATIONS MANAGEMENT OFFICER C	1,525,455.17
25	GALACINAO	JOSE	TEPPANG	128-356-537-0000	DIVISION MANAGER C-Administrative and General Services Division	806,249.12
26	GARCIA	AL ANDREI	BALABAG	426-300-355-0000	WATER/SEWERAGE MAINTENANCE MAN C	244,128.44
27	GARRIDO	NORMA	OLARTE	107-548-181-0000	CORPORATE BUDGET SPECIALIST A	611,875.72

NO.	NAME OF EMPLOYEE			TIN	POSITION	NET WORTH
	Last Name	First Name	Middle Name			
28	GERONIMO	ALLEN	CARIAGA	945-088-967-0000	CUSTOMER SERVICE ASSISTANT C	418,821.36
29	GONZALVO	MARIA JOSEFINA	BABARAN	197-984-682-0000	SENIOR CORPORATE BUDGET ANALYST	1,278,983.24
30	GUIBAO	CHERRY	PASCUA	192-598-651-0000	ADMINISTRATIVE SERVICES AIDE	22,248.81
31	INOCENCIO	SARA ISABEL	LAGGUI	287-496-690-0000	SECRETARY A	2,030,000.00
32	LACCAY	RONALDO	NUÑEZ	157-809-782-0000	CASHIER B	1,177,850.55
33	LAGGUI	MIGUEL	CADELIÑA	443-702-933-0000	WATER/SEWERAGE MAINTENANCE MAN C	37,807.94
34	LASARAN	RECTO	LAGUA	439-424-903-0000	WATER/SEWERAGE MAINTENANCE MAN C	176,494.44
35	MANALIGOD	HAROLD	TUMANENG	439-423-636-0000	LABORATORY TECHNICIAN A	248,000.00
36	MARAMAG	MARY JOY	DIEGO	704-564-403-0000	ADMINISTRATIVE SERVICES AIDE	5,687.01
37	NAVARRO	RAY ANTHONY	ESTAVILLO	480-700-919-0000	UTILITIES/CUSTOMER SERVICE ASSISTANT D	1,501,845.28
38	NAVARRO	REMAN	BULAN	439-423-442-0000	WATER RESOURCES FACILITIES OPERATOR C	478,596.16
39	PADILLA	MARLOWE	GALINDON	439-423-267-0000	WATER/SEWERAGE MAINTENANCE MAN C	11,120.00
40	PASCUAL	MOISES	PASCUAL	911-418-746-0000	DIVISION MANAGER C-Operation & Technical Division	842,404.04
41	PEDRO	ALFREDO, JR.	BUENO	442-689-787-0000	WATER/SEWERAGE MAINTENANCE MAN C	13,621.54
42	PEREDO	NOEL	MONTEREAL	949-610-500-0000	CUSTOMER SERVICE ASSISTANT D	91,162.88
43	PONDALES	DIOSCORRO, JR.	CORDOVEZ	439-423-153-0000	UTILITY WORKER B	53,186.49
44	PUA	MACKY	LOZADA	464-283-904-0000	PROJECT PLANNING DEVELOPMENT OFFICER C	125,500.00
45	QUIJANO	SHERWIN	BUNAG	909-866-542-0000	GENERAL MANAGER C	19,123,756.99
46	RAZON	CHERYLL ANN	PUZON	214-082-136-0000	PUBLIC RELATIONS ASSISTANT B	3,028,558.44
47	SALMOS	ARNOLD	TAGUBASI	926-710-173-0000	WATER RESOURCES FACILITIES OPERATOR B	474,827.77
48	SAN PEDRO	GRETCHEN MAY	ADAYA	942-933-564-0000	ADMINISTRATIVE SERVICES AIDE	1,793,000.00
49	SORIANO	DAVID	DIAZ	173-308-939-0000	SENIOR WATER SEWERAGE MAINTENANCE MAN A	1,510,000.00
50	TAGUICANA	DOMINADOR	SOLETO	165-764-661-0000	WATER RESOURCES FACILITIES TENDER B	4,019.09
51	TORIBIO	MARIA ANA	MIRANDA	107-548-165-0000	DIVISION MANAGER C- Finance & Commercial Division	1,592,145.26
52	VELASCO	RONALDO	SUMAGIT	488-495-133-0000	ADMINISTRATIVE SERVICES AIDE	65,000.00
53	YLSO	CARLOS	PAGULAYAN	439-422-928-0000	WATER/SEWERAGE MAINTENANCE MAN C	162,599.53
54	YLZON	FRANCISCO	PAGULAYAN	107-458-308-0000	WATER/SEWERAGE MAINTENANCE MAN B	896,000.00

Total Number of Filers: 54

Total Number of Personnel Complement: adffa

Prepared by: 

**JOSE T. GALACINAO**

Person in-charge of SALN

Position: Division Manager - C - Administrative & General Services Division

Email Address: waterdistrict\_ilagan@yahoo.com adfd

Contact No.: (078) 624-2083

Date: March 30, 2022

Noted by: 

**SHERWIN B. QUIJANO**

Head of Agency

Position: General Manager

Mailing Address: Maharlika Highway

Brgy. Osmeña, City of Ilagan, Isabela

Contact No.: (078)624-2083