

REPUBLIC OF THE PHILIPPINES  
**POLOMOLOK WATER DISTRICT**  
POLOMOLOK, SOUTH COTABATO

OFFICE ORDER NO. : 20-02-01  
SERIES OF : 2020

**TO :** **EMPLOYEES CONCERNED**  
Thru their respective Division Heads  
This District

**RE :** **SALN Review and Compliance Committee (2020-2021)**

Please be informed that the following employees are hereby designated to compose as members of the Committee on Statement of Assets, Liabilities and Networth (SALN) Review and Compliance for CY 2020-2021:

Chairperson - ENGR. SOLITO T. TORCUATOR

Members

- MARIDEE Y. CORPORAL  
SIRMO-A

- RONIE G. VALENCIA  
General Services Chief / POWDEA Representative

This office order shall remain in effect unless otherwise revoked or amended.

For the information and guidance of all.

Issued this 10<sup>th</sup> day of February 2020 at Polomolok Water District, Polomolok, South Cotabato.

  
**ENGR. SOLITO T. TORCUATOR**  
General Manager B

Cc:

Division	Admin. Division	Finance Division	Commercial Division	Const. & Maint. Section	Production Section	File
Rec'd. by: Date	2/12/20					

## Agency Accountability Timelines

For reference, agencies should observe the timelines and comply with the following requirements under Section 5.0: Agency Accountabilities of Memorandum Circular (MC) 2021-1:

Deadline	Requirements	Validating Agency
Within thirty (30) days after the approval of the FY2022 GAA	Submit Certificate of Compliance that the agency conducted <b>Early Procurement Activities</b> for at least 50% of the Total Value of the <b>FY 2022 Procurement Projects</b> to the GPPB-TSO.  <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB-TSO
March 31, 2021	Submit <b>FY 2021 APP-non CSE</b> to GPPB-TSO.	GPPB-TSO
June 30, 2021	Submit Results of the <b>APCPI</b> system for <b>FY 2020 Procurement Transactions</b> to GPPB-TSO.	GPPB-TSO
August 31, 2021	Submit the <b>FY 2021 APP-CSE</b> thru the PhilGEPS Virtual Store.	DBM-PS
September 30, 2021	Posting of <b>Indicative FY 2022 APP-non CSE</b> in the agency's Transparency Seal webpage.	GPPB-TSO
October 01, 2021	<b>Maintain/Update the agency Transparency Seal (TS)</b> under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO
December 04, 2021	Set-up the most current and <b>updated Citizen's or Service Charter</b> , reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies.  Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at <a href="mailto:compliance@arta.gov.ph">compliance@arta.gov.ph</a> on or before December 04, 2021.	ARTA
December 31, 2021 <i>(validity of certificate)</i>	<b>ISO QMS Certification</b> of agencies should be valid until December 31, 2021.  The ISO 9001:2015 certification(s)/recertification(s) must be valid as of December 31, 2021, and must be posted on the agency TS webpage not later than December 31, 2021.	DBM-SPIB
December 31, 2021	<b>Sustained Compliance w/ Audit Findings</b> Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2019 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness,	COA

Deadline	Requirements	Validating Agency
	and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.	
January 29, 2022	<b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the <b>PhilGEPS</b> .	PS-PhilGEPS
October 1, 2021	Post the agency's policy on the <b>Establishment and Conduct of the Agency Review and Compliance of SALN</b> in the agency Transparency Seal for FY 2021.	CSC
January 29, 2022	Submit the following <b>Freedom of Information (FOI) Program</b> requirements to PCOO: a. Updated People's FOI manual b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report c. Modified One-page FOI Manual d. Screenshot of agency's home page	PCOO

**Notes:**

*\*As provided in MC No. 2021-1, while the above conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the oversight/validating agencies.*

*\*\*The oversight/validating agencies have the authority to modify their requirements and timelines as necessary. Agencies should directly contact the oversight/validating agencies of the above-mentioned Agency Accountabilities for updates and concerns.*