



**UNIVERSITY OF THE PHILIPPINES  
DILIMAN QUEZON CITY**

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**OFFICE OF THE CHANCELLOR**

18 February 2019

MEMORANDUM ORDER NO. MLT-19-077

TO : All Deans, Directors/Heads of Units, Faculty, REPS and  
Administrative Staff

SUBJECT : Submission of Statement of Assets, Liabilities and Net worth  
(SALN) as of 31 December 2018

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This is to remind all officials and employees of the University to submit their properly accomplished SALN forms as of 31 December 2018 to the Human Resource Development Office (HRDO) **on or before 15 March 2019**.

Employees and officials must accomplish and print the SALN via the University Information System (uis.up.edu.ph). The guides for online SALN are available at <http://bit.ly/ManualOnlineSALN>.

You may also download the revised 2015 SALN forms and guidelines from the Civil Service Commission (CSC) website (<http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/193-statement-of-assets,-liabilities,-and-net-worth-saln-form-for-the-year-2012-and-onwards>) or from the HRDO website (<http://www.hrdo.upd.edu.ph/SALN.php>).

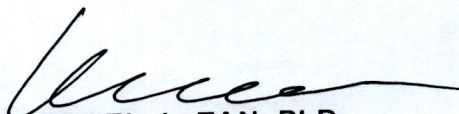
This is also to remind that all Administrative Officers (AOs) and Acting Administrative Officers in each unit/college are authorized to administer the 2018 SALN oath of employees who have fully complied and properly accomplished their 2018 SALN forms. In case there is no assigned AO, the immediate supervisor may administer the oath.

In addition, please note that failure to comply with the submission of the 2018 SALN is punishable under Section 46 (D) (8), Rule X of the **Revised Rules on Administrative Cases in the Civil Service** (RRACCS), CSC Resolution No. 1101502 dated 8 November 2011 with the following penalties:

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

Kindly submit the SALN form in three (3) original copies. The HRDO shall then transmit to the Office of the Deputy Ombudsman all original copies of the SALNs together with the lists of compliant and non-compliant personnel **on or before 30 May 2019**.

For strict compliance.

  
**MICHAEL L. TAN, PhD**  
Chancellor