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OFFICE OF THE CHANCELLOR

6 February 2018

MEMORANDUM ORDER NO. MLT-18-063

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 2017

This is to remind all officials and employees of the University to submit their properly accomplished SALN forms as of 31 December 2017 to the Human Resources Development Office (HRDO) **on or before 15 March 2018**. Please 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 authorize to administer the 2017 SALN oath of employees who have fully complied and properly accomplished their 2017 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 2017 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:

- 1st Offense: Suspension of one (1) month and one (1) day to six (6) months
- 2nd 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 2018**.

For strict compliance.


MICHAEL L. TAN, PhD
Chancellor