12 March 2014

MEMORANDUM ORDER NO. MLT 14-014

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 2013

This is to remind all officials and employees of the University to submit their properly accomplished SALN forms as of 31 December 2013 to the HRDO on or before 30 April 2014. Please download the revised 2012 SALN forms and guidelines from the CSC website (http://excell.csc.gov.ph/cscweb/form_page.html) or from the HRDO website (www.hrdo.upd.edu.ph).

This is also to authorize the Administrative Officers and Acting Administrative Officers in each unit/college to administer the 2013 SALN oath of employees who have fully complied and properly accomplished their 2013 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 2013 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 June 2014.

For strict compliance,

Michael L. Tan
Chancellor