

UNIVERSITY OF THE PHILIPPINES MANILA
8th Floor, Central Block, PGH Building, Taft Avenue, Manila
The Health Sciences Center



HRDO10003539

Office of the Chancellor

23 January 2017

MEMORANDUM NO. CCDP 2017- 008

TO : DEANS/DIRECTORS/HEADS
Attention: Administrative Officers/Designees

FROM : *sd*
CARMENCITA D. PADILLA, MD., MAHPS
g Chancellor *H*

SUBJECT : Submission of Statement of Assets, Liabilities and Net Worth
(SALN) as of 31 December 2016

Officials and employees of the University are required to submit their Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2016 to the Human Resource Development Office (HRDO) **on or before 15 February 2017.**

Please be guided by the following procedure:

1. Update SALN data in the HRIS Self-Service Module.
2. Print and sign 3 original copies.
3. Request for the signature of the unit/office head.
4. Submit to the HRDO thru the unit/office administrative officer.

Employees may request assistance with regard to online updating of SALN from the respective administrative officer/technical staff of the unit/office, if necessary.

For information, guidance and strict compliance.