

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



HRDO10003995

Office of the Chancellor

1 March 2017

MEMORANDUM NO. CCDP 2017- 038

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

FROM : *cd padilla*
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor ✓

SUBJECT : Authority to Administer Oath in the Statement of Assets, Liabilities and Net Worth (SALN)

For uniformity of procedure, this office is reiterating the University policy with regard to officials who were given the authority to administer oath in the Statement of Assets, Liabilities and Net Worth (SALN) of employees.

Specifically, **authority** is given to the following:

Authorized official	SALN of the following officials/employees
Chancellor	Deans/Heads of colleges/units. Heads of Central Administration (CAD) offices.
Deans/Heads of colleges/units	Employees under their respective colleges/units.
Heads of CAD offices	Employees under their respective offices

Please be guided accordingly.