



UNIVERSITY OF THE PHILIPPINES MANILA



The Health Sciences Center
8th Floor, PGH Building, Taft Avenue, Manila

Office of the Chancellor

9 January 2021

MEMORANDUM NO. CCDP 2021 - 003

TO : **DEANS/DIRECTORS/HEADS OF OFFICES**
Attention: Administrative Officers/Designees

FROM : **CARMENCITA D. PADILLA, MD, MAHPS**
 Professor and Chancellor 

SUBJECT : **Submission of Statement of Assets, Liabilities and Net Worth (SALN) as of 31 December 2020**

Officials and employees of the University are required to submit their Statement of Assets, Liabilities and Net Worth (SALN) as of **31 December 2020**.

Please be guided by the following procedures:

1. Update SALN data in the UIS Self-Service Module.
2. Print and sign three (3) original copies (A4 size bond paper)
3. Request for the signature of the unit/office head
4. Submit to HRDO the consolidated printed copy of SALN thru the unit/office Administrative Officer. E-copy (filename format: SALN of Last Name, First Name, MI *ex. SALN of Dela Cruz, Juan A.*) to be submitted to Ms. Charmaine Aban at cnaban@up.edu.ph.

Deadline for submission of SALN to the Human Resource Development Office (HRDO) will be on or before **15 February 2021**.

Employees may request assistance with regard to online updating of SALN from their respective Administrative Officer/technical staff, as needed.

Please be reminded that non-submission of SALN is punishable by suspension of one (1) month and one (1) day to six (6) months for the first offense; and dismissal from the service for the second offense.

For clarifications/inquiries, please contact the HRDO at 88141228 or 88141229 and look for Mr. Jorel A. Manalo or email Ms. Evelyn A. Yan at eyan@up.edu.ph.

For information, guidance, and strict compliance.