




UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

25 January 2023

MEMORANDUM NO. CCDP 2023 - 018

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 2022**

Officials and employees of the University are required to submit their Statement of Assets, Liabilities and Net Worth (SALN) as of **31 December 2022**.

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. The Administrative Officer or designated SALN 2022 focal person shall check the completeness of the submitted SALN, and shall submit to HRDO the consolidated printed copy of SALN 2022. E-copy (filename format: SALN 2022 of Last name, First name MI ex. ***SALN 2022 of Dela Cruz, Juan A.***) shall be uploaded to your College/ Unit/ Office assigned shared drive thru the unit Administrative Officer or designated focal person.

Deadline for submission of SALN to the Human Resource Development Office (HRDO) will be on or before **15 February 2023**.

Employees may request assistance about 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 or email Ms. Charmaine N. Aban at cnaban@up.edu.ph.

For information, guidance, and strict compliance.