



12 May 2021

MEMORANDUM NO. 438
Series of 2021

T O: Ms. Marilyn A. Orquilla

R E: Submission of Statement of Assets, Liabilities and Net Worth (SALN)

Sometime in March 2021, this office issued OP Memorandum Circular No. 23, Series of 2021 requiring all VSU employees (permanent, temporary and substitute status) to file and submit their SALN to the Legal Office not later than April 15, 2021 in compliance with Section 17, Article XI of the 1987 Constitution.

Please be reminded that failure of an official or employee to submit his/her SALN is a ground for disciplinary action. The sanctions for failure to file SALN are:

- | | | |
|-------------------------|---|--|
| 1 st offense | - | Suspension for one (1) month and one (1) day to six (6) months |
| 2 nd offense | - | Dismissal from the service |

As of today, you are one of those who have not yet submitted said SALN. You are therefore given a non-extendible period thirty (30) days from receipt of this order to file your SALN.

For strict and immediate compliance.

EDGARDO E. TULIN
President

cc: Legal Office
OHRSPPRO/ODHRM
Records
File