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MEMORANDUM NO. 308
Series of 2025

TO: **Atty. Abigail Monteron** - Director, Legal Affairs and Services
 Ms. Honey Sofia V. Colis - Director, HRMDO
 Ms. Jennifer E. Ando - Educ. Research Specialist, HRMDO
 Ms. Wilma A. Bongot - Clerk, Legal Affairs and Services
 Ms. Grecilda F. Pabroquez - Clerk, Legal Affairs and Services
 Ms. Nica Mae D. Cayanong - Clerk, HRMDO
 Mr. Antonio Bandalan - Clerk, HRMDO

RE: **Review and Compliance Committee (RCC) for Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections**

FROM: **DR. PROSE IVY G. YEPES**
 University President

DATE: **January 31, 2025**

With Atty. Abigail Monteron as Chairperson, please constitute yourselves as RCC for SALN. As such, you shall undertake the following duties and responsibilities:

- a. Receive, through the Legal Affairs and Services Office, SALN submissions
- b. Review and evaluate if the same has been submitted on time, complete and in proper form
- c. Prepare a list of the following employees, in alphabetical order, to be submitted to the University President on or before May 15, 2025:
 1. Those who filed their SALNs with complete data;
 2. Those who filed their SALNs but with incomplete data; and
 3. Those who did not file their SALNs.
- d. Facilitate in the transmittal of all original and digitized copies of the SALNs received to the concerned agencies (i.e. CSC and Office of the Deputy Ombudsman) on or before June 30, 2025

For information and guidance.

cc: Legal Affairs and Services Office
 HRMO
 Records
 File