



12 January 2018

**MEMORANDUM CIRCULAR NO. 05**  
Series of 2018

**T O: All VSU Employees**

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

Section 17, Article XI of the 1987 Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their Statement of Assets, Liabilities and Net Worth (SALN).

In this connection, this Office hereby directs all VSU **regular employees**, whether on **permanent** or **temporary** status of employment, to file and submit their SALN as of December 31, 2017, to the Personnel Records and Performance Evaluation Office (PRPEO) not later than April 15, 2018. You are advised to accomplish the SALN forms in quadruplicate originals, that is, originally signed and originally subscribed on all four copies by Atty. Rysan C. Guinocor. Take note that the SALN need not be notarized. Submit two (2) copies to the PRPEO and retain one (1) copy and have the same stamped *received* as proof of your SALN submission, the Legal Office will also get one (1) copy for their file.

Please be reminded that failure of an official or employee to submit his/her SALN is punishable under Section 52 (B) (8), on the Uniform Rules on Administrative Cases in the Civil Service with the following penalties:

- 1<sup>st</sup> Offense - Suspension for one (1) month and one (1) day to six (6) months
- 2<sup>nd</sup> Offense - Dismissal from the service

For information and strict compliance.

  
**EDGARDO E. TULIN**  
President