



Visayas State University

Visca, City of Baybay, Leyte 6521-A
Philippines
Tel: +63 53 335 2600; Fax: +63 53 335 2601
website: www.vsu.edu.ph

Office of the University President

24 January 2014

MEMORANDUM NO. 8
Series of 2014

T O: Atty. Rysan C. Guinocor

R E: Designation as Administering Officer for SALN of VSU Employees

Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, requires all public officials and employees *except* those serving in an official honorary capacity, laborers and casual or temporary workers, to file, under oath, their Statement of Assets, Liabilities and Net Worth (SALN) with their respective Chief or Head of the Personnel/Administrative Division or unit/ Human Resource Management Office (HRMO), to wit:

1. Within thirty (30) days after the assumption of office, statements of which must be reckoned as of his/her first day of service;
2. On or before 30 April of every year thereafter, statements of which must be reckoned as of the end of the preceeding year; and
3. Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

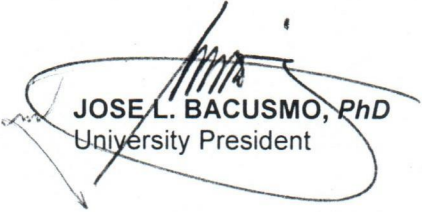
Said Act mandated the Civil Service Commission (CSC) to promulgate Rules and Regulations to carry out the provisions of this Act. Pursuant to the Guidelines promulgated by the CSC in the Filling Out of the SALN Form, **No. 6e of Section B, Item III** of said Guidelines provides, to wit:

6e. The Heads of Agencies can delegate the authority to administer Oath with regard to the SALN Form *provided that* such authority to administer Oath be made in writing.

The Office of the Ombudsman Visayas has advised the University that the SALN form need not be notarized.

In order to facilitate the on-time submission of the SALN form to the Office of the Ombudsman Visayas, Atty. Rysan C. Guinocor, University Legal Officer, is hereby authorized to administer the Oath with regard the SALN form on behalf of the Head of Agency.

For the information and guidance of all employees, VSU System.


JOSE L. BACUSMO, PhD
University President