



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

13 June 2016

MEMORANDUM NO. 137

Series of 2016

T O: Mr. Jed Asaph D. Cortes

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

Sometime in February 2016, this office issued OP Memorandum Circular No. 08, Series of 2016, requiring all VSU regular employees whether on permanent, temporary or contractual status of employment to file and submit their SALN to PRPEO not later than April 30, 2016 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 punishable under Section 52 (B) (8), on the Uniform Rules on Administrative Cases in the Civil Service with the following penalties:

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

As of today, you are one of those who have not yet submitted said SALN. You are therefore given a non-extendible period of three (3) days from receipt of this order to file your SALN pursuant to CSC MC No. 10, s. 2006.

For strict and immediate compliance.


EDGARDO E. TULIN

President