



23 January 2020

**MEMORANDUM CIRCULAR NO. 9**  
Series of 2020

**T O: All plantilla-based VSU employees (permanent, temporary & substitute status)**  
**R E: Submission of Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2019**

The University ensures that all its plantilla-based personnel comply with the requirement for filing the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections as enshrined in the 1987 Constitution of the Republic of the Philippines. Likewise, to guide its employees on the compliance of the statutory requirement, Memorandum Circular Number 100 s. 2019 dated October 1, 2019 was issued establishing a "Review and Compliance Procedure in the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interest and Financial Connections" (can be accessed via this link [https://www.vsu.edu.ph/images/Memo\\_Circular\\_No100\\_s.2019.pdf](https://www.vsu.edu.ph/images/Memo_Circular_No100_s.2019.pdf)).

In this connection, this Office hereby reminds all plantilla-based personnel, whether on permanent, temporary or substitute status of employment, to file under oath and submit their SALN and Disclosure of Business Interest and Financial Connections as of December 31, 2019 in four (4) originally-signed accomplished forms with the University Legal Office on or before April 15, 2020.

Failure of a VSU official or employee to correct/submit SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The sanctions for failure to file SALN are:

1st offense - Suspension for one (1) month and one (1) day to six (6) months

2nd offense- Dismissal from the service

For information and strict compliance.

  
**EDGARDO E. TULIN**  
President