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Office of the President

30 May 2013

MEMORANDUM NO. 116

Series of 2013

T O: Ms. Clara P. Mercado

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

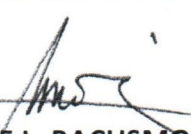
Sometime in March 2013, this office issued OP Memorandum Circular No. 18, Series of 2013, requiring all VSU regular employees whether on permanent, temporary or contractual status of employment to file and submit their SALN to PRPEO not later than April 30, 2013 in compliance with Section 17, Article 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 their 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.


JOSE L. BACUSMO
President 