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Office of the President

19 March 2012

MEMORANDUM CIRCULAR NO. 17
Series of 2012

T O: All VSU Employees

R E: Submission of Statement of Assets, Liabilities & 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 assets, liabilities and net worth (SALN). Also, Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Section 7 of Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act) which require the filer to submit "a true, detailed and sworn statement of assets and liabilities, including a statement of the amounts and sources of his income, the amounts of his personal and family expenses and the amount of income taxes paid for the next preceding calendar year". In this connection, this Office hereby directs all VSU regular employees, whether on permanent, temporary or contractual status of employment, to file and submit their SALNs.

CSC Resolution No. 11-00902 dated July 8, 2011 provides for the Guidelines in the Use of the Revised Statement of Assets, Liabilities and Net Worth Form for the Year 2011 and Onwards. In fact, the ODAHRD in coordination with the Legal Office conducted orientation seminars for the purpose of guiding the faculty and staff on how to fill-up the Revised SALN form.

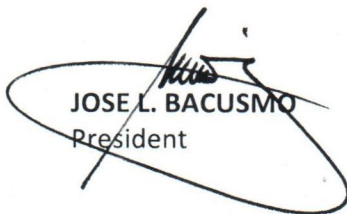
However, the Civil Service Commission issued CSC MC No. 5, s. 2012 pursuant to CSC Resolution No. 1200480 dated March 15, 2012 on the Deferment of the Use of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form. Anent to this, the 1994 SALN Form shall be used for year 2011, the deadline of filing of which is on April 30, 2012. However, those who have already filed the SALN for 2011 using the new form are deemed to have complied with the required submission of the SALN.

Please be reminded that failure of an official or employee to submit his/her SALN is punishable under Section 52 (B) (8), Rule of 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 the service

Kindly submit your duly accomplished SALN Forms to the **Personnel Records and Performance Evaluation Office (PRPEO) not later than April 30, 2012**. All are advised to accomplish the SALN forms in **triplicate originals**, that is, originally signed and originally subscribed on all three copies. Submit two (2) copies and retain one (1) copy and have the same received as proof of your SALN submission.

For strict compliance.


JOSE L. BACUSMO
President